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

December 4, 2009

CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B6200065
between
THE STATE OF MICHIGAN
and

<table>
<tr><td colspan="2" rowspan="3">NAME & ADDRESS OF VENDOR

HTC Global Services
3270 West Big Beaver Rd.
Troy, MI 48084
Email: Joseph.rodrigues@htcinc.com</td><td>TELEPHONE:
(248) 786-2500</td></tr>
<tr><td>VENDOR NUMBER/MAIL CODE</td></tr>
<tr><td>BUYER/CA (517) 241-7233
Joann Klasko</td></tr>
<tr><td colspan="3">Contract Compliance Inspector: Mary E. Ladd
Enterprise E- Grant System - DIT</td></tr>
<tr><td colspan="3">CONTRACT PERIOD: From: October 1, 2005 To: September 30, 2010</td></tr>
<tr><td>TERMS
Net 45 Days</td><td colspan="2">SHIPMENT
30 Days ARO</td></tr>
<tr><td>F.O.B.
Delivered</td><td colspan="2">SHIPPED FROM
N/A</td></tr>
<tr><td colspan="3">MINIMUM DELIVERY REQUIREMENTS</td></tr>
<tr><td colspan="3">N/A</td></tr>
</table>

NATURE OF CHANGE(S):

Per Executive Directive 2009-3, the Vendor has offered the following price concessions to the State of Michigan:

Effective 10/1/2009 through 9/30/2010, the hourly rate is reduced 2%. The total savings for FY2010 of $1,920.00 is broken down as follows:

Technical Services reduced from $80 to $78.
40 hrs per month x 12 months x $80 = $38,400.00
40 hrs per month x 12 months x $78 = $37,440.00
For a total savings of $960.00 per year

Additional Services reduced from $80 to $78.
40 hrs per month x 12 months x $80 = $38,400.00
40 hrs per month x 12 months x $78 = $37,440.00
For a total savings of $960.00 per year

AUTHORITY/REASON(S):

Per vendor, DIT and DMB Purchasing Operations agreement.

DECREASE: $1,920.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: $599,783.00

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 MANAGEMENT AND BUDGET **July 21, 2009**
ACQUISITION SERVICES
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B6200065
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR		TELEPHONE: **(248) 786-2500**
HTC Global Services **3270 West Big Beaver Rd.** **Troy, MI 48084**		VENDOR NUMBER/MAIL CODE
Email: Joseph.rodrigues@htcinc.com		BUYER/CA (517) 241-7233 **Joann Klasko**
Contract Compliance Inspector: Mary E. Ladd **Enterprise E- Grant System - DIT**		
CONTRACT PERIOD:	From: **October 1, 2005**	To: **September 30, 2010**
TERMS **Net 45 Days**	SHIPMENT **30 Days ARO**	
F.O.B. **Delivered**	SHIPPED FROM **N/A**	
MINIMUM DELIVERY REQUIREMENTS **N/A**		

NATURE OF CHANGE(S):

Effective immediately, this contract is hereby EXTENDED to September 30, 2010. All other terms and conditions remain the same.

AUTHORITY/REASON(S):

Per agreement from DMB-Purchasing Operations and written agreement from the vendor.

ESTIMATED CONTRACT VALUE REMAINS: $601,703.00

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 MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

September 12, 2008

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B6200065
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR **HTC Global Services** **3270 West Big Beaver Rd.** **Troy, MI 48084** **Email: Joseph.rodrigues@htcinc.com**		TELEPHONE: Joseph Rodrigues **(248) 786-2500** VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-7233 **Joann Klasko**
Contract Compliance Inspector: Cindy Turben **Enterprise E- Grant System - DIT**		
CONTRACT PERIOD:	From: **October 1, 2005**	To: **September 30, 2009**
TERMS **Net 45 Days**	SHIPMENT **30 Days ARO**	
F.O.B. **Delivered**	SHIPPED FROM **N/A**	
MINIMUM DELIVERY REQUIREMENTS **N/A**		

NATURE OF CHANGE(S):

Effective immediately, this contract is hereby INCREASED by $232,200.00 and EXTENDED to September 30, 2009 to continue the EGRAMS Application. All other terms and conditions are to remain the same.

AUTHORITY/REASON(S):

Per vendor and agency agreement and Ad Board approval on 9/12/2008.

INCREASE: $232,200.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: $1,732,823.00

PTD Technology
3001 Coolidge, Suite 403
East Lansing, Michigan 48823
Phone: (517) 333-9363
Fax: (517) 332-3024
Web: www.PTDtechnology.com

Solving Your Technology Puzzle

July 30, 2008

Cindy Turben, Contract Compliance Inspector
Department of Information Technology
Constitution Hall, Atrium/South Tower
PO Box 30026
Lansing, MI 48909

Dear Ms. Turben:

PTD Technology offers to reduce our rate structure for services under contract 071B62000287, IT Technical Documentation Services, for the current rate year which began on July 1, 2008, as well as the first of two extension years, if MDOT-MDIT will agree to exercise their extension options for this contract now, instead of waiting until 6/30/2009.

The current rate structure (as of July 1, 2008) follows:

Expert Technical Writer:	$67.04
Technical Writer:	$53.82

In our original bid, during the negotiation process, PTD Technology agreed to reduce the rates for Expert Technical Writers in Year One and Year Two. As a result, the State of Michigan realized savings of $75,000 for those two years. If our proposal is agreed upon by the State of Michigan, it would result in a further cost savings of $15,000. So, total savings would be approximately $90,000.

PTD Technology would propose to reduce the rate for Expert Technical Writer to $66.28 for the current rate year, which represents the final year of the base contract. We would also honor that reduced rate for the first year extension, and then reinstate the current rate in the second year extension.

If you need anything else to complete this extension, please call and we will respond immediately.

Sincerely,

Jennifer L. Hogan

Jennifer L. Hogan
VP, Finance

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 MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

February 20, 2008

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B6200065
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR **HTC Global Services** **3270 West Big Beaver Rd.** **Troy, MI 48084** **Email: Joseph.rodrigues@htcinc.com**		TELEPHONE: Joseph Rodrigues **(248) 786-2500** VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-7233 **Joann Klasko**	
Contract Compliance Inspector: Mike Breen **Enterprise E- Grant System - DIT**			
CONTRACT PERIOD:	From: **October 1, 2005**	To: **September 30, 2008**	
TERMS **Net 45 Days**		SHIPMENT **30 Days ARO**	
F.O.B. **Delivered**		SHIPPED FROM **N/A**	
MINIMUM DELIVERY REQUIREMENTS **N/A**			

NATURE OF CHANGE(S):

Effective immediately, this contract is hereby INCREASED by $898,920.00 for Phase 3 (Discovery) and 4 (Implementation of Phase 3). All other terms and conditions are to remain the same.

AUTHORITY/REASON(S):

Per vendor and agency agreement.

INCREASE: $898,920.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: $1,500,623.00

DEPARTMENT OF INFORMATION TECHNOLOGY
IT SERVICES
STATEMENT OF WORK

Project Title: Enterprise MI e-Grants project	Period of Coverage: Jan 2008 – Sept 2008
Requesting Department: MDIT	Date: Dec 17, 2007
Agency Project Manager: Viji Jayaraman	Phone: 241-5792
DIT Contract Liaison: Cindy Turben	Phone: 335-6069

Brief Description of Services to be provided:

The purpose of this request is to exercise the option to add dollars to the contract no. 071B6200065 the contract with HTC Global Services, Inc. to move forward with next Phase 3 (Discovery) & 4 (Implementation of Phase 3) of the Enterprise MI e-Grants Project, using the Electronic Grants Administration and Management System (EGrAMS).

The Enterprise MI e-Grants Project provides for all state agencies a web-based grant management system to support and maintain business process interests by automating and streamlining:

- Search for grant opportunities
- Grant application completion electronically
- Agency grant management

The Electronic Grants Administration and Management System (EGrAMS), supports all stages of a grants life cycle from planning to closeout. This system also provides a comprehensive grant data repository to facilitate consolidated reporting at the statewide and state agency level.

With Phase 1(Enterprise Data Collection and Reporting Module) & 2 (Implementation of Grants Build Module, General & Security requirements, Pilot grants and Master Agreements) nearly complete, this request is to exercise the option to move forward with Phase 3 (Discovery) & 4 (Implementation of Phase 3).

PROJECT OBJECTIVES:

- Successful completion of the Discovery Phase for all targeted for automation grants (see attachment 1)
  - During Phase 3 (Discovery), the vendor will facilitate several JAD sessions with DIT and state agencies. These JAD sessions accomplish the following:
    - A comprehensive discovery and review of the existing manual grant process(es) and data infrastructure for all grants within all designated agencies.
    - Advanced development of all grant-related business processes and data flowcharts of existing systems.
    - An assemblage of other pertinent business rules and data required for each grant.
    - Vendor development of the grant(s) implementation proposal(s). These proposals outline the implementation strategy required to further grant(s) implementation within the EGrAMS software.
- Successful completion of the Implementation Phase for all targeted for automation grants (see attachment 1)
  - Phase 4 (Implementation of Phase 3) begins upon approval of the grant implementation proposal(s). In Phase 4, the vendor will work closely with DIT and the grant program office within a state agency, to ensure the following:
    - That the agreed implementation proposal(s) is(are) configured to proposal approved specification(s).
    - That vendor developed training and training manual are provided. (There are three available training options; Train the Trainer, Grantor Training and Configuration Training.)

- Continued hosting and specific maintenance/support for the current grants automated within EGrAMS.
  - The Vendor will continue to provide hosting and specific maintenance/support for the current grants automated within EGrAMS, through fiscal 08 (see attachement 2).

SCOPE OF WORK:

- Six State Agencies to automate designated grants for 2008
- The 18 designated grants for 2008 to be automated
- Continue the 10 automated grants renewal implementation
- Continued maintenance, hosting and support of existing automated grants for 2008
- Mi E-Grants-wide Electronic Grants Administration and Management System (EGrAMS)

TASKS:

Discovery (Detailed Requirements):

Conduct facilitated JAD sessions
Review existing and further the development grant process(es), data infrastructure and workflow(s)
Document all requirements and business rules
Create a cost estimate proposal per grant for configuration and implementation
Conduct facilitated JAD sessions for renewal grants
Review existing and further the development grant process(es), data infrastructure and workflow(s) for renewal grants
Document all requirements and business rules for renewal grants
Create a cost estimate proposal per renewal grant for configuration and implementation

Implementation:

Configure grants per business rules and process(es)
Configure grant amendment process(es)
Configure grant reporting process(es)
Conduct user acceptance testing of grants
Implement grants
Grants interface design
Migrate data from existing database as needed into the the Electronic Grants Administration and Management System (EGrAMS)
Configure renewal grants per business rules and process(es)
Configure renewal grant amendment process(es)
Configure renewal grant reporting process(es)
Conduct user acceptance testing of renewal grants
Implement renewal grants

Training:

Determine type(s) of training to conduct
Design and provide applicable training and training materials
Conduct prescribed training sessions
Training for UAT

Project Management:

Create Project Plan
Create a Communications Plan
Create and manage Project Schedule/Timeline

DELIVERABLES:

Deliverables will not be considered complete until the DIT Project Manager has formally accepted them. Deliverables for this project include:

Discovery (Detailed Requirements):

Business Requirements Document

Process and Workflow Documents
A final estimate proposal for configuration and implementation
Business Requirements Document version updates for renewal grant
Process and Workflow Documents version updates for renewal grant
A final estimate proposal for renewal grant configuration and implementation

Implementation:
Initial set up for agency
Configuration of Grant
Implementation of Grant interface
Implemented/Published grants
Implemented/Published grant amendment process
Implemented/Published reports
Implemented/Renewal grants
Implemented/Renewal grant amendment process
Implemented/Renewal grant reports

Training:
Required training materials developed and distributed to applicable customers
Successful completion of Grantor training
Successful completion of Grantee training
Successful completion of Train the trainer training
Successful completion of configuration training sessions
Required version updates for training materials developed and distributed to applicable customers for renewal grant

Project Management:
Comprehensive and formally adopted project management process(es) established, advancing the successful outcome of the Enterprise MI e-Grants Project objectives for 2008.

Maintenance, Technical Support and Hosting
Sustained services for existing live grants in 2008
Provide ongoing Technical support
Hosting of EGrAMS Production and Test Environment

PROJECT CONTROL AND REPORTS:

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

1. **Accomplishments**: Indicate what was worked on and what was completed during the current reporting period.

2. **Funds**: Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DIT standards are to be maintained.

PAYMENT SCHEDULE:

Payment will be made on a *Satisfactory acceptance of each Deliverable* basis. DIT will pay CONTRACTOR upon receipt of properly completed invoices which shall then be submitted to the DIT Project Manager not more often than once monthly. All invoices should reflect actual work completed by payment date, and must be approved by the DIT Project Manager prior to payment. The invoices shall describe and document to the DIT Project Manager's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, provide a detailed breakdown of each type.

Payment shall be considered timely if made by the DIT within thirty (30) days after receipt of properly completed invoices.

Pricing Break Down FY 08

PO

Agency	Services	Period	Formula	Estimate
Enterprise	Discovery (Detailed Requirements)	1/15/08 - 9/30/08	$1200 a day X 80 days	$96,000
Enterprise	Grants - one time set up Cost (New Agencies)	1/15/08 - 9/30/08	$25,000 x 3	$75,000
Enterprise	Implementation - Grants configuration	1/15/08 - 9/30/08	Approx $10,000 per grant x 18 grants	$180,000
Enterprise	Implementation -Grants interface design		Approx $10,000 per grant x16 grants	$160,000
Enterprise	Training	1/15/08 - 9/30/08	24 training sessions X $2400 4 configutation traning sessions X $3,000 18 Trainer sessions X $2,500 18 Traing Materials X $5,000	$57,600 $12,000 $45,000 $90,000
Enterprise	Hosting - Phase 1, 2, 3, 4	2/1/08 - 9/30/08	$6900 x 8 months	$55,200
DCH, DHS, MDOT, additional 3 agencies	Maintenance & Technical Support - Phase 3 & 4	2/1/08 - 9/30/08	Maintenance - $375 x 8 months x 6 Technical Support - $80 X 10 Hrs X 8 months X 6 agencies	$18,000 $38,400
MDHS	Phase 1 and 2 - additional training and configuration			$24,000
MDHS/Childrens Trust Fund (CTF)	Phase 1 and 2 - additional training and configuration			$37,720
MDOT - Safe routes to schools grant	Phase 1 and 2 - Recuirements gathering			$10,000
			Total	$898,920

PROJECT CONTACTS:
The designated Agency Project Manager is:

Viji Jayaraman
Michigan Department of Information Technology
State Transportation Buliding
425 W. Ottawa Buliding
Lansing, MI 48909
517-241-5792
517-241-0751 - Fax
jayaramanV@michigan.gov

The DIT Contract Administrator for this project is:

Cindy Turben
Michigan Department of Information Technology
Constitution Hall, 1st Fl –North
525 W. Allegan St.
Lansing, MI 48933
517-335-6069
517-241-8852 Fax
turbenc@michigan.gov

AGENCY RESPONSIBILITIES/ASSUMPTIONS:
LOCATION OF WHERE THE WORK IS TO BE PERFORMED:
Consultants will work at their Offices in Troy, Michigan and will attend meetings as needed in Lansing, Michigan.

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 without prior written approval of both DIT Project Manager and Requsting State Department.

APPROVALS

______________________ Agency Project Manager

______________________ DIT Information Officer

Attachment 1

MI e-Grants Implementation Strategy

Agency	# of Grants	[illegible]				DIT		
		2005-07	2008	2009	2010	2008	2009	2010
Department of Human Services	83	10	10	15	18	1	12	17
Department of Transportation	5		2	3				
Department of Corrections	3				3			
Department of Community Health	20*	3	2	5	2		3	5
Department of Education	44							
Department of Agriculture	26				16			10
Department of Environmental Quality	23				10			13
Department of Labor & Economic Growth	61		1	6	15		15	24
Department of Natural Resources	18				8			10
Department of State	1					1		
Department of Treasury	12				4			8
History, Arts and Libraries	15			1	5		2	7
Michigan State Police	15		3	2	3		3	4
Estimated TOTAL	326**	13	18	32	84	2	35	98
TOTAL Configured	282	[illegible]				[illegible]		

*Note: DCH Master Agreements consists of over 200 grants, in EGrAMS It's 3 grant.

*Note: Requirement sessions for each grant program, start planning 6 months in advance to implementation.

** Grant numbers increase as we complete requirement sessions & discover additional grants.

Attachment 2

State Agencies cost for HTC to Configure a Grant	Unit Price
Discovery (Detail Requirements)	
Rate per JAD session (average 2 to 3 per grant)	$1,200
Implementation	
Initial Set up for Agency (one time cost)	$25,000
Out of the Box Configuration (per grant program)	$10,000
Training	
Grantor Training/ Session	$2,400
Configuration Training/session – batch of 10 (4 sessions per training)	$3,000
Train the Trainer (cost per session)	$2,500
Maintenance and Support and Hosting – *2008 Rates*	
Maintenance – Phase 3 & 4	$55,200
Hosting – Phase 1, 2, 3 & 4,	$18,000
Hourly Rate	
Customization: For development of interface with other systems, enhancements (including requirements, development, testing, & training) outside the scope of EGrAMS.	$90
*Technical Support/hourly rate (above the 10hrs per month/per agency)	$80

EGrAMS Implementation Proposal (Phase 3 & 4)

The State of Michigan (SOM) is in the process of implementing an Enterprise e-Grants system. As an initial step, SOM implemented some pilot grants across two state agencies (Department of Community Health and Department of Human Services). With the scope of the initial contract nearing completion, **SOM has opted to exercise the option to implement Phase 3 (Discovery) and 4 (Implementation of Phase 3) of the contract 071B6200065** to automate the grants management process across all agencies in SOM in a phased manner over the next few years. In order to amend the contract to include Phase 3 and 4 in the contract. SOM has requested HTC Global Services, Inc (HTC) to provide a cost proposal to implement the Electronic Grants Administration and Management System (EGrAMS) application across the various agencies for the fiscal year 2008. HTC is pleased to provide SOM with a proposal for the implementation of EGrAMS **for Phase 3 and 4 of the contract 071B6200065.** The details are outlined in the Scope of Work section below.

1. Scope of Work

i. Phase 3 & 4

The scope of work includes implementation of the Phases 3 (Discovery) and 4 (Implementation of Phase 3) as follows:

- i. Six State Agencies to automate designated grants for 2008. At this point in time, it is envisioned that approximately 18 grants will be automated.
- ii. Continue the renewal implementation of the 10 automated grants
- iii. Continued maintenance, hosting and technical support of existing grant programs in EGrAMS for 2008.
- iv. Provide required training for the respective new and renewal grants.

ii. Discovery Tasks

The scope of work for the discovery phase is to conduct requirement sessions with respective agency staff. The objective of these sessions is to gather relevant information related to application templates, business rules, reporting requirements and workflow.

HTC will conduct the required number of sessions for requirements gathering and documentation for each grant program being implemented / configured. The respective state agency will be responsible for providing HTC all the required information in a timely manner. (HTC will identify the information required at least 1 week prior to the first requirements session)

HTC will provide SOM/respective state agency with the following deliverables for the Discovery tasks

- a. High-level overview of the grant process for the respective grant program being implemented / configured.
- b. Configuration Specifications that comprise of Set-up and configuration parameters and business rules that will be configured in EGrAMS.
- c. Cost estimate proposal for configuration, implementation and training for the respective grant.

SOM will be responsible to sign-off the documents identified in ii (a) & ii (b) prior to the configuration of the respective grant program in EGrAMS.

iii. Implementation

The scope of work for the EGrAMS implementation will cover the following.

- a. Configure the respective grant program as per the approved configuration specifications. The configuration will cover all aspects of the respective grant life cycle. HTC will also design and implement any interfaces required for the grant, if applicable.
- b. Demonstrate the configuration to the respective state agency staff. During the demonstration, HTC will demonstrate the entire grant life cycle of the configured system.
- c. HTC will conduct the required Grantor, Grantee and Train-the-Trainer training sessions.

d. HTC will train and assist respective state agency to do User Acceptance Testing (UAT) in order to ensure that all the functionality is working as per the approved configuration specifications. Any issues identified will be recorded in the Issue Log. HTC will correct any issues identified and update the issue log for resolution status. On completion of UAT, the respective state agency will sign-off the acceptance of the grant program.

iv. **Project Management**

HTC will plan, track and manage each grant discovery and implementation using established project management methodology. Each grant will be treated as a separate project and the status will be reported on a bi-weekly basis to the specific state agency grant champion and the DIT project manager. The project status report will document the accomplishments during the current reporting period, plan for the next reporting period, deviations if any, issues that need resolution. HTC will conduct project status meetings at regular intervals as mutually agreed with the DIT project manager.

v. **Maintenance, Technical Support and Hosting**

HTC will provide

a. Sustained maintenance services for existing live grants in 2008.
b. Ongoing technical support limited to **10 hours per month for each agency**. Hours spent in excess of **10 hours** per month will be billed at a fixed hourly rate as specified in the rate schedule.
c. Hosting of production and test environment

2. Time Allocation

a. HTC will start the discovery tasks for each grant program within two weeks after the purchase order is confirmation from the agency.

b. HTC expects to complete the configuration / implementation tasks for each grant program within the mutually agreed upon timeframe with the respective agency.

3. Pricing

The pricing for the discovery and implementation for EGrAMS is based on the estimated number of grant programs that will be implemented by HTC based on the information provided by DIT (Attachment 1 and 2 of the Statement of Work). Listed below are the details.

Agency	Services	Period	Formula	Estimate
Enterprise	Discovery (Detailed Requirements)	2/1/08 - 9/30/08	$1200 a day X 80 days	$96,000
Enterprise	Grants - one time set up Cost (New Agencies)	2/1/08 - 9/30/08	$25,000 x 3	$75,000
Enterprise	Implementation - Grants configuration	2/1/08 -9/30/08	Approx $10,000 per grant x 18 grants	$180,000
Enterprise	Implementation - Grants interface design		Approx $10,000 per grant x16 grants	$160,000
Enterprise	Training	2/1/08 -9/30/08	24 training sessions @$2400	$57,600
			4 configuration training sessions @ $3,000	$12,000
			18 Trainer sessions @$2,500	$45,000
			18 Training Materials @$5,000	$90,000
Enterprise	Hosting - Phase 1, 2, 3, 4	2/1/08 - 9/30/08	$6900 x 8 months	$55,200
DCH, DHS, MDOT, additional 7 agencies	Maintenance & Technical Support - Phase 3 & 4	2/1/08 - 9/30/08	Maintenance - $375 x 8 months x 6	$18,000

Agency	Services	Period	Formula	Estimate
			Technical Support - 10 Hrs x 8 months x 5 agencies @ $90 per hour	$36,400
MDHS	Phase 1 and 2 - additional training and configuration			$24,000
MDHS/Childrens Trust Fund (CTF)	Phase 1 and 2 - additional training and configuration			$37,720
MDOT - Safe routes to schools grant	Phase 1 and 2 - Requirements gathering			$10,000
			Total	$298,920

7. **Payment Terms**
   a. HTC will bill SOM on sign-off of the respective deliverable.
   b. HTC will bill SOM in advance for maintenance, technical support and hosting on a monthly basis.

HTC Global Services, Inc.

By:

Name: JAMES JOSEPH

Title: Vice President, Government Service,

Date: January, 17, 2008.

State of Michigan (SOM))

By:

Name: C DOUGLASS CLUTO

Title: INFORMATION OFFICER

Date: 01-18-08

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 MANAGEMENT AND BUDGET **March 28, 2007**
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B6200065
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR		TELEPHONE: Joseph Rodrigues **(248) 786-2500**
HTC Global Services **3270 West Big Beaver Rd.** **Troy, MI 48084** **Email: Joseph.rodrigues@htcinc.com**		VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-7233 **Joann Klasko**
Contract Compliance Inspector: Cindy Turben **Enterprise E- Grant System - DIT**		
CONTRACT PERIOD:	From: **October 1, 2005**	To: **September 30, 2008**
TERMS **Net 45 Days**		SHIPMENT **30 Days ARO**
F.O.B. **Delivered**		SHIPPED FROM **N/A**
MINIMUM DELIVERY REQUIREMENTS **N/A**		

NATURE OF CHANGE(S):

Please see attached clarification on contract value and changes in the implementation dates. Please note that the Contract Compliance Inspector is now Cindy Turben (517) 335-6069. All other terms and conditions are to remain the same.

AUTHORITY/REASON(S):

Per DIT request email from Dianna Quintero dated 3-23-2007 and agreement attached from HTC. Global Services, Inc.

ESTIMATED CONTRACT VALUE REMAINS: $601,703.00

Change Request for Contract # 071B6200065 (EGrAMS)

The State of Michigan (SOM) is in the process of implementing an Enterprise e-Grants system. As an initial step, SOM implemented some pilot grants across two state agencies. SOM has requested some changes to the existing contract for Phases 1 and 2 and clarifications on the breakup of the contract value. The changes to phases 1 and 2 are not cost related, but are changes to implementation dates at the request of the state.

1. Details of Change Request

The change request includes

i. Changing of dates for Phase 1 (Enterprise Data Collection and Reporting Module) and 2 (Implementation of Grants Build Module, General & Security requirements, Pilot grants and Master Agreement) to meet the needs of state agencies.

ii. Clarification on the Breakup of contract amount of $601,703

i. Phases 1 and 2 Date Changes

Listed below are the details of the date changes

No	Task	Original Completion Date	Revised Completion Date	Remarks
	Phase I			
1	Enterprise Data Collection and Reporting Module	May 31, 2006	May 31, 2007	The Enterprise Data Collection & Reporting module comprises of a. Enterprise Grants Portal (Search & Find, Single user profile & sign-on, Agency Registration) b. Enterprise Reporting (a) was completed and implemented in May, 2006. The state has requested HTC to defer the implementation of (b) to May, 2007
	Phase 2			
1	Grants Build Module General Requirements Security Requirements	Mar 1, 2006	March 31, 2006	Complete
2	Implement Cool Cities Grant	Mar 1, 2006	March 31, 2008	As per State Agency request
3	Medicaid/Long Term Care	May 1, 2006	Oct 15, 2006	Complete
4	Substance Abuse	Mar 1, 2006	Nov 1, 2006	Complete
5	HIV/AIDS Prevention	Mar 1, 2006	Sep 30, 2007	As per State Agency request
6	Family, Maternal and Child Health	Mar 1, 2006	Nov 1, 2006	Complete
7	Bioterrorism Grant	Aug 1, 2006	Sep 30, 2007	As per State Agency request
8	Comprehensive Master Agreement	Aug 1, 2006	Aug 1, 2007	Deferred per request by business user

No	Task	Original Completion Date	Revised Completion Date	Remarks
9	Perform end-to-end testing	Oct 31, 2006	Dec 31, 2007	As per State Agency request
10	Phase 2A DCH conversion	Dec 31, 2006	Dec 31, 2007	Phase 2A conversion – DHS BJJ grants converted in Oct, 2006. Other grant conversions to be determined by the program areas, DIT and HTC

ii. Clarification on the Breakup of contract amount of $601,703

The EGrAMS project comprises of 5 major componentsListed below are the details of the breakup of the contract value

#	Description	Rate ($)	Amount ($)	Remarks
I	**Phase 1 Enterprise Reporting**			
1	Phase 1 & 2 - Enterprise Reporting & License	75,000	75,000	
2	Enterprise Data Reporting - Implementation	20,000	20,000	
3	Enterprise Data Reporting - Training	16,000	16,000	
	Sub Total		**111,000**	
II	**Phase 2 - Grant Build & Implementation of Pilot Grants**			
1	Grants Build Module - License	150,000	150,000	
2	Grants Build Module - Implementation	30,000	30,000	
3	Grants Build Module - Training	36,000	36,000	Schedule B
	Sub Total		**216,000**	
III	**Phase 2A - Migration of existing automated grants**			
1	Juvenile Justice Grants (DHS)	25,000	25,000	
2	Byrne Memorial Grants (DCH)	15,000	15,000	
3	Governor's Discretionary Grant (DCH)	5,000	5,000	
4	Highway Safety Planning Grants (MSP)	5,000	5,000	
5	Children's Trust Fund (DHS)	0	0	
	Sub Total		**50,000**	
IV	**Maintenance**			
1	Grants Build Module - Year 1	32,400	32,400	@ 18% of $180,000 from Oct'06 – Sep'07
2	Enterprise Data Reporting –Year 1	0	0	
3	Grants Build Module - Year 2	32,400	32,400	@ 18% of $180,000 from Oct'07 – Sep'08
4.	Enterprise Data Reporting –Year 2	17,100	17,100	@ 18% of $95,000 from Oct'07 – Sep'08
5	Grants Build Module - Year 3	32,400	32,400	@ 18% of $180,000 from Oct'08 – Sep'09

#	Description	Rate ($)	Amount ($)	Remarks
6	Enterprise Data Reporting –Year 2	17,100	17,100	@ 18% of $95,000 from Oct'08 – Sep'09
	Sub Total		**131,400**	
IV	**Hosting**			
1	Hosting - Year 1	2,000/month	24,000	From Mar'06 – Feb'07
2	Hosting - Year 1	6,300/month	69,300	From Mar'07 – Jan'09
	Sub Total		**93,300**	
	TOTAL		**601,700**	

HTC Global Services, Inc.

By: ______________________________

Name: ___________________________

Title: ___________________________

Date: ___________________________

State of Michigan (SOM))

By: ______________________________

Name: ___________________________

Title: ___________________________

Date: ___________________________

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

November 8, 2005

NOTICE
OF
CONTRACT NO. 071B6200065
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR **HTC Global Services** **3270 West Big Beaver Rd.** **Troy, MI 48084**		TELEPHONE: **(248) 786-2500** VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-7233 **Joann Klasko**
Contract Compliance Inspector: Mary E. Ladd **Enterprise E- Grant System - DIT**		
CONTRACT PERIOD:	From: **October 1, 2005**	To: **September 30, 2008**
TERMS **Net 45 Days**		SHIPMENT **30 Days ARO**
F.O.B. **Delivered**		SHIPPED FROM **N/A**
MINIMUM DELIVERY REQUIREMENTS **N/A**		

The terms and conditions of this Contract are enclosed.

Estimated Contract Value: $601,703.00

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
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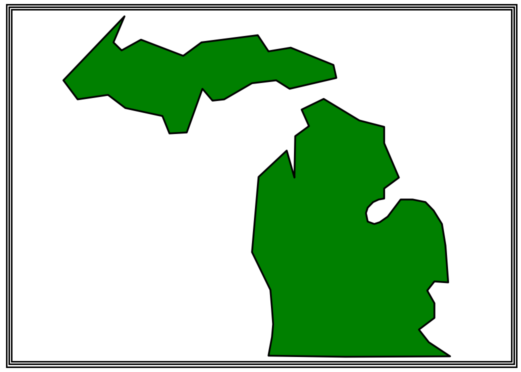
TERMS **Net 45 Days**		SHIPMENT **30 Days ARO**	
F.O.B. **Delivered**		SHIPPED FROM **N/A**	
MINIMUM DELIVERY REQUIREMENTS **N/A**			
MISCELLANEOUS INFORMATION: **The terms and conditions of this Contract are enclosed.** **Estimated Contract Value: $601,703.00**			

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No.071I5200197. Orders for delivery of equipment will be issued directly by the Department of Information Technology through the issuance of a Purchase Order Form.

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

FOR THE VENDOR:	FOR THE STATE:
HTC Global Services Firm Name	Signature
Authorized Agent Signature	**Greg Faremouth, Buyer Specialist** Name
Authorized Agent (Print or Type)	**IT Division, Acquisition Services** Title
Date	Date



STATE OF MICHIGAN
Department of Management and Budget
Acquisition Services

Contract No. 071B6200065
Enterprise E-Grants System

Buyer Name: Joan Klasko
Telephone Number: 517-241-7233
E-Mail Address: klaskoj@michigan.gov

TERMS	DEFINITIONS
Amendment	1) A change to a grant award to a sub-grantee. This could be a lengthening of the duration or an increase or decrease in the amount of the grant award. 2) A change to a grant program. This could be altering, adding or eliminating a component.
Applicants	An entity that applies for grant assistance from the State of Michigan. A legal entity that is eligible to apply to the State for use of funds.
Application/ Amendment Review Status Codes	Every grant program has a set of workflow/process steps required for reviewing an application. The status codes are named for these process steps. Examples of review status codes are “application in program review”, “application”.
Application Approval/ Denial Letters	Every grant program generates letter of approval or denial to applicants.
Automatic Allocation	Once a grant is approved, this step allows for the “posting” of the approved amount to the grant allocation table and subtracts the approved amount from the total allocated amount for the grant program.
Audit Reports	An audit prescribed by federal law for state and local governmental units and non-profit organizations that receive federal financial assistance above a specified amount (currently $300,000). Such an audit is to be conducted in conformity with the Office of Management and Budget Circular A-133. Such an audit is conducted on an organization-wide basis rather than on the former grant-by-grant basis.
Audit Trail	An audit trail refers to the documentation of system changes with date and time stamps.
Authorized Official	This person is the designated official who is required to accept the final grant contract. State will have a copy of their signature for records.
Budget	A plan of financial operations that provides a basis for planning, controlling, and evaluating governmental activities.
Budget Amendment	A revision of the program budget that increases or decreases the grant amount, transfers funds from one or more budget functions or object categories, or establishes new budget functions or object categories. Requirements as to when budget amendments are permitted will be addressed by each set of program guidelines.
Budget Detail	Detailed explanation of each line contained in the Budget Summary of a grant application. This is an itemized list of the types and amounts of costs included in the budget summary.
Budget Revision	A revision of the program budget that does not increase or decrease the grant amount within the terms of the grant. The purpose of the revision is to transfer funds from one or more budget object categories or functions to another. Requirements as to when Budget Revisions are permitted are to be addressed by each set of program guidelines.
Budget Summary	A summary of the detailed budget items.
Certifications and Assurances	Federal funding authorities require official signatures attesting to support of reporting requirements, fiscal responsibility, and specific provisions with the particular statue.

TERMS	DEFINITIONS
CFDA Number – Catalog of Federal Domestic Assistance Number	Federally issued number (five digits) used to identify federal grants and must be used to identify funding on the Schedule of Expenditures of Federal Awards for single audit reports. It is found on every federal grant award.
Configurable system	A system that can dynamically generate a database, screens as well as code. The user will input field names, size and business rules – resulting in code and a database and all necessary screens.
Consortium	An association of entities joining together for the purpose of meeting a particular grant or program objective.
Delinquent Notifications	Grantee is expected to send progress and financial reports based on a time schedule. If they do not send the reports by the required time schedule, the grantees are considered delinquent. The system needs to automatically send emails to delinquent grantees.
Disbursement Factors	Payment eligibility requirements for the different grant program programs (some are reimbursable, others require a retainer etc.)
DIT	Department of Information Technology
Effective Date	The earliest date on which activities may be provided and expenditures charged against the Grant. The start date of a grant is established by the date upon which the program office receives the project application in substantially approval form. This date is the earliest date on which activities may be provided and charged against the federal grant award.
Electronic Sticky Notes	The ability to attach comments or notes to fields within a grant application.
Fiscal Agent	The entity that assumes responsibility for recording and reporting financial transactions related to a consortium agreement. Also, a sub-grantee that is awarded grant funding which will be used on behalf of and in coordination with a group of other sub-grantees.
Fiscal Year	A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.
Funding Increase/Decrease	A funding increase or decrease requires that a grant amendment be approved. Upon written notifications of a funding increase or decrease, grantees are to submit a revised budget to the program office together with all other documents specified in the program guidelines.
Funding Source Category	Unique code identifying a state's funding source for the grant program.
Grant	A grant is an award of financial assistance in the form of money, or property in lieu of money, by the State to an eligible recipient. *Competitive Grant*. A grant that requires application proposals to be reviewed by selected peer reviewers or by competitive review by the State agency *Allocated Grant*. A grant whose amount is determined by an allocation formula specifying the amount each eligible sub-grantee is entitled to receive.

TERMS	DEFINITIONS
Grantor	An office within an State agency or Department that coordinates all grant activities within the Department, oversees the Department's established grant policies and provides technical support to other offices responsible for the proper administration of grants.
Grant Award Notification	Summary form which will be attached to a Grant notification letter. Provides official notification of a grant award.
Grant Manager	A SOM employee who assists sub-grantees with the planning and implementation of grants.
Grantee (Recipient)	An entity that receives a grant award. The grantee's responsibility is to meet the requirements of the grant award. A grantees performance will be measured against meeting the objectives of the grant award.
Grantee Financial Officer	Person will approve all the financial aspects of a grant (Please note that in smaller organizations this role may be combined with the role of a project manager).
Grantee Project Manager	Person has the overall responsibility for grant and will write and coordinate the successful submission of a grant.
Grant Writer	Person will be responsible for entering all the data required for grant submission.
Grantee Progress report specialist	Person is responsible for writing progress reports
Grantee Financial report specialist	Person is responsible for writing and submitting financial reports.
Grantee Central Office	The office responsible for managing and expending financial resources – this office may also be referred to as the office of the CEO.
Indirect Cost	A cost incurred that cannot be identified specifically with a cost objective but rather benefits multiple cost objectives.
Indirect Cost Rate	A device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is a ratio (expressed as a percentage) of the indirect costs to a direct cost base.
ISD	Intermediate School District
JAD Session	Joint application planning sessions – information technology project design and planning sessions that will help design the system, screens and reports.
LMAN	Local Metropolitan Area Network
MAIN	Michigan Administrative Information Network - The state government's accounting and reporting system.
Michigan School Accounting Manual (Bulletin 1022)	The mandatory guide to the uniform classification and recording of accounting transactions for Michigan public schools. Standardization of definitions and classifications are critical to the data gathering process. Minimum requirements are defined to provide necessary comparability in the recording and reporting of financial information to MDE. The manual is currently available on the MDE website at www.mde.state.mi.us under Reports and Statistics.

TERMS	DEFINITIONS
Object Code	An accounting dimension related to the grouping of services or commodities obtained as the result of a specific activity. Examples include: Salaries, Benefits, Supplies, Purchased Services, and Capital Outlay.
On-line Review Checklist	Every grant has review criteria. The checklist needs has to correspond fields on the application. Reviewers need to be able to input comments into the checklist
Program Office	Office assigned to manage specific grant program.
Program Narrative	Detailed description of services to be performed by a sub-grantee including the physical or functional characteristics or nature of the services as prescribed by the program guidelines.
Program Fiscal Review	Onsite activity that consists of reviewing fiscal and programmatic records and interviewing administrators and school district finance officers to ensure compliance with federal and state regulations.
Rank Order List	List of grant applications with a rank associated each application.
Requirements Gathering Templates	Step-by-step guide to gathering requirements for each grant program. The templates can be done in either EXCEL or Word.
Restricted Funds	Funds that have limitations upon spending options. Must be used according to established grant guidelines.
School Code Master	Database of the name and address of local and intermediate schools districts. The school code master does not include all sub-grantee that receive grants.
SOM	State of Michigan
Sub-Grantee (Also referred to as Sub-Recipient	Entity that receives assistance passed down from the prime recipient? The sub-grantee's responsibility is to help the grantee (recipient) meet the requirements of the assistance award. A sub-grantee performance would be measured against meeting the objectives of the grant award. A legal entity to which a grant is awarded and which is accountable to the State for use of the funds provided.
Sub-Grantee Budget	Approved funding for a sub-grantee. Submitted to the Grant Accounting System for payment to sub-grantees. Will include grant number, project number, recipient code, approved amount and ending date.
Sub-grantee Project Manager (or consortium participant)	Person is responsible for entering information from a sub-grantee perspective
Sub-grantee Financial Officer	Person is responsible for entering budget and financial information for the sub-grantee.
Unrestricted Funds	Funds that have no specific limitations upon spending options. May be used for general operating purposes.

ENTERPRISE E-GRANTS SYSTEM

Article 1 – Statement of Work (SOW)

1.0 Project Identification

1.001 PROJECT REQUEST

To procure an enterprise wide web-based grant system that will allow state agencies to automate and streamline the process of applying for, processing, and managing grants. The portal will provide comprehensive information about available grant programs, eligibility requirements, information on grant writing techniques, access to key statistics, and ability for applicants to look up grant application status. This project will provide access to a system that will allow state agencies to automate existing grant applications. Additionally, the system will allow state agencies to automate the workflow required to review, approve and deny grant applications. It will reduce staffing costs associated with manual processing (data entry, application logging, tracking, reporting, etc), data validation, and error correction on applications. This project will create a data repository that captures and reports on data from all on-line applications and uploads high-level grant program information from the various Department databases. It will enable management staff to use the information for strategic decision-making, statewide and agency specific reporting.

The objectives of the statewide e-grants development project are:

1. Provide information for all state managed grants available through the development of an e-grants portal.
2. Develop a web-based, secure (with password protection) and scalable solution that will enable business users to **create and manage** online grant-applications.
3. Provide the ability for grantees to apply and submit progress and financial reports on-line.
4. Provide a means for the grantor to review the grant applications. This includes processes for competitive grants – which may include a peer review process.
5. Build an enterprise repository required for Executive Information Grant Reporting that will provide the means to create and maintain ad hoc reporting for all grants in the state. An ad-hoc reporting tool must provide the following features:
   a. Provide the users the ability to see a list of the fields that are available.
   b. Ability to choose fields needed for the report.
   c. Ability to enter a report name and save report
   d. Ability to modify saved report formats
   e. Ability to provide a header for the report. The header could have a report name and date associated with it.
   f. Ability to either download report to Excel or to print the report
6. Provide a user-friendly interface with an efficient workflow for all processes.
7. Protect the confidentiality, availability, and integrity of data.

This work statement is divided into the following sections:

Section A: General and Security Requirements (1.104.1 and 1.104.2)
Section B: Phase 1 - Enterprise Data Collection and Reporting Module (1.104.3)
Section C: Phase 2 - Grant Build Module and Implementing Pilot Grants (1.104.4)
Phase 2A – Convert Byrne Memorial CTF grants to new system
Section D: Phase 3 - Migration Plan
Section E: Phase 4 – Migrate and Build New Grants
Section F: E-Grants Hosting Options

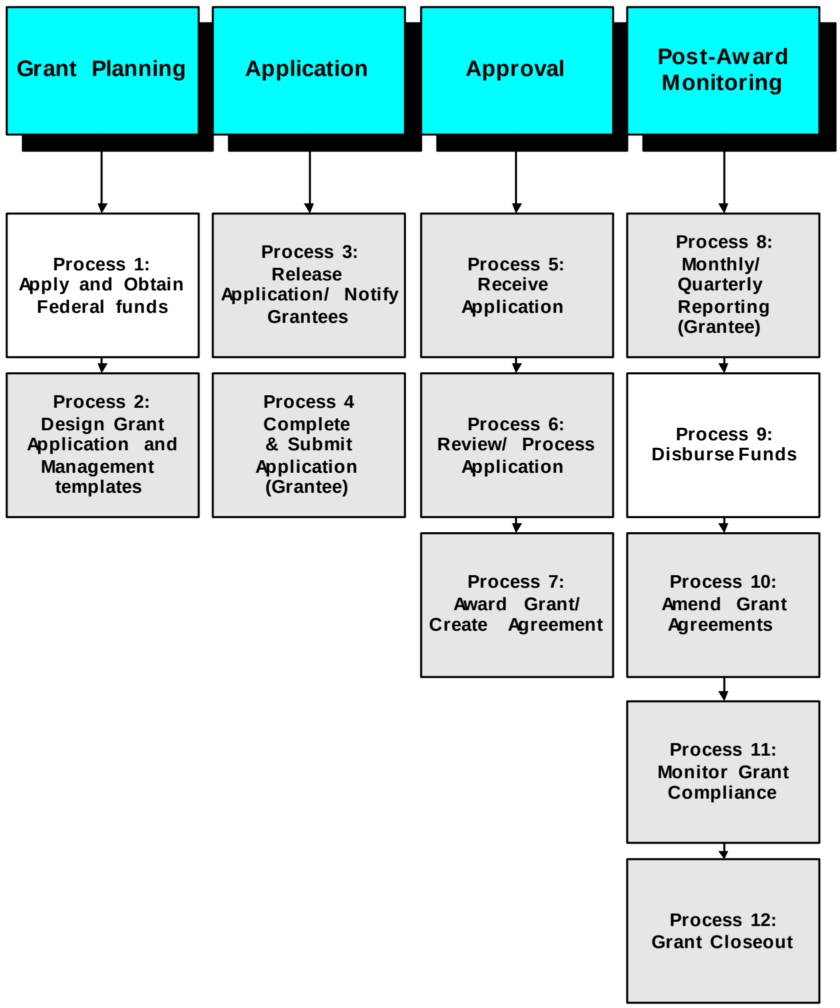
1.002 BACKGROUND

Agencies across State Government manage grants based on business processes that have evolved over a long period of time. There are often inconsistencies within an agency in the management and processing of grants. Manual processing of grants results in a high error rate – almost a 50% - 75% error rate in grant budgets and reports. Additionally, automation currently in place does not cover the full scope of the grant management process. Lack of a central repository of data often results in fragmented financial and program reporting. Inability to track summary program information makes it difficult to strategically manage grant dollars or report summary grant information to management. The State has automated several independent grant programs. These include the following:

Victims of Crime Act - Automated in 1999
Juvenile Justice Grants – Automated in 2002
Byrne Memorial Grants – Automated in 2003
Governor's Discretionary Grant - Automated in 2003
Education Grants – Automated in 2002
Housing Development Grants - Automated in 2003
Children's Trust Fund Grants - Automated in 2004

Figure 1

Business Process for Grant Management



1. Grant Planning

Grant Planning involves the process of planning and designing the various grants an agency would like to offer – including defining eligibility criteria, business rules, appropriate budgeting and approvals/authorization as appropriate; creating the grant application kit, criteria for application review, review and approval process, agreement language and attachments (application form, instructions, etc.), It also involves the process of obtaining federal funds, if needed.

Process 2 involves designing grant applications and all associated business rules.

2. Grant Application

Release Application and Notify Grantees

This process involves creating grant application eligibility criteria and other pertinent information about the grants and posting this information to the appropriate website. This will allow potential grantees to search for this information.

Complete and Submit Application
This process involves a recipient applying for the appropriate grant program and providing the relevant information as applicable for the respective grant program.

3. Approval

Receive Application
This process involves receiving an application and assigning it to the workflow process for review and approval/denial.

Review/Process Application
This process involves peer reviews and/or team reviews, as applicable. In case of competitive grants, the review process may involve scoring. In case of team reviews, the process may also involve consolidation of review comments and scores together with recommendations for funding.

Award Grant and Create Agreement
In case of competitive grants, this process involves ranking of recipients in the order of the score. The rank list is reviewed and approved by an appropriate authority. Since financial resources may be limited, all applicants may not be awarded a grant or may not be awarded the full requested amount.

The appropriate review & approval status is communicated to the applicant. Applicants considered for funding need to acknowledge acceptance of funding. Once both parties have accepted the grant, the system will create a grant agreement. In cases where the applicant is denied funding, there may be an appeal process.

Some agencies may award funding in advance, whereas some agencies may fund programs on reimbursement basis. Based on the funding basis, appropriate payment requests need to be made to the appropriate divisions. In case of formula/allocation, approval of an application would result in funding based on the funding basis (advance or reimbursement).

4. Post Award Monitoring

Monthly/Quarterly Reporting (Grantee)
All recipients are expected to report the progress on their programs to the respective State agency at a pre-determined frequency (monthly, quarterly, semi-annually or annually). Reports are reviewed by the State agency to ensure that the recipients are fulfilling their funding obligations as per the work plan specified in the grant application.

Disburse Funds
This process involves reimbursing or paying grantees.

Amend Grant Agreements
This process involves amending an application and the grant agreement, if necessary. The grantee or the State may request an amendment. The Amendment process also involves creating and maintaining all previous versions of the grant agreement.

Monitor Grant Compliance
Some programs may also involve site visits by State agency representatives. These programs create reports that need to be electronically attached to the appropriate grant for future reference and monitoring.

Grant Closeout
This process involves reviewing all financial and progress reports to ensure the recipient obligations are met. It also involves creating reports for external entities such as the Legislature and the Federal Government.

1.1 Scope of Work and Deliverables

1.101 IN SCOPE

This contract is divided into tasks and components.

The scope of this contract for Phase 1 includes the following elements:

- All general requirements (1.104.1).
- Security requirements (1.104.2) are an integral part of the complete system.
- An enterprise data collection and reporting module (1.104.3) to gather data on all grants that the State offers and provide reports to state executive management on all grants in the State of Michigan.
- An enterprise repository required for Executive Information Grant Reporting that will provide the means to create and maintain ad hoc reporting for all grants in the State. An ad-hoc reporting tool must provide the following features:
  - Provide the users the ability to see a list of the fields that are available.
  - Ability to choose fields needed for the report.
  - Ability to enter a report name and save report.
  - Ability to modify saved report formats.
  - Ability to provide a header for the report. The header could have a report name and date associated with it.
  - Ability to download report to Excel and to print the report

The required completion date for Phase 1 implementation is:

No	Task	Required Completion Date
1	Enterprise Data Collection and Reporting module	May 31,2006

The scope of this Contract for Phase 2 includes the following elements:

- Provide a configurable Grant Program Build Module (1.104.4) that will provide the capability to build a front-end grant application screens and the back-end grant management functionality. The Contractor should be able to demonstrate a system that shows a non-technical user can use the system to design a grant application screen and all the associated business rules. The system will be a configurable workflow engine. Non-technical users should be able to plan and configure the workflow for the approval and management of the grants.
- Security requirements (1.104.1) are an integral part of the complete system.
- Provide leadership and assistance to the State in designing and implementing the pilot grants.

The required completion dates for Phase 2 implementation are:

No	Task	Required Completion Date
1	Grant Build module General requirements Security requirements	March 1, 2006
2	Implement Cool Cities Grant	March 1, 2006
3	Medicaid/Long Term Care	May 1, 2006
4	Substance Abuse	March 1, 2006
5	HIV/AIDS Prevention	March 1, 2006
6	Family, Maternal and Child Health	March 1, 2006
7	Bioterrorism Grant	August 1, 2006
8	Comprehensive and Master Agreement Grants	Aug 1, 2006
9	Perform end-to-end testing	October 31 2006
10	Phase 2A DCH conversion	December 31,2006

Required system flows for grantor functionality are available in Appendix D. A grant tree structure is available in Appendix E.

Phase 2 A

The vendor will convert the DCH Byrne Memorial grant (which includes the Governor's Discretionary Grant as a sub program) as a fixed price deliverable. The vendor will also convert DHS' – Children's Trust Fund as part of Phase 2A. Per the Contractors price proposal, there will no additional cost to the State for this conversion.
The State has the right to include the following grants as part of the Phase 2A:
DHS – Juvenile Justice grants
MSP – Highway Safety Grants
The grants listed above will also be converted as a fixed price deliverable as quoted in the vendor's price proposal.

Phase 3

Phases 3 and 4 below are optional. The State retains the right not to complete these phases. If authorized, the State will issue a contract change notice.

The scope of this contract for Phase 3 includes the following elements:

1. Discovery Task – Vendor will facilitate several eight-hour JAD sessions with DIT staff and the following agencies at a fixed price:

   Department of Education – MEGS System
   Department of Community Health – Victims of Crime Act

   The purpose of the JAD sessions are to gather data on existing grants for each agency, to create business process and data flowcharts of existing systems, collect other pertinent information regarding business rules required for the grants, and to determine the existing data infrastructure.

   Vendor will provide fifteen (15) total JAD sessions at the fixed price quoted in the price proposal. The State has the option of adding other JAD sessions as needed.

   Deliverables from Discovery Task-Vendor will provide the following deliverables Documentation and analysis of existing grant system.

   - Data migration plan for existing grant systems.
   - Implementation of grant in new environment.

   The State reserves the option of choosing to implement all or parts of the migration plan.

The scope of this Contract for Phase 4 includes the following elements:

- Implementation of Phase 3
- Assist the State in migration and building other grants as needed.

The State of Michigan has the option of selecting the portions of the implementation plan from Phase 3 to be completed.

Hosting

The Vendor will host the application for a period of 12 months from March 1, 2006 to February 28, 2007. The State has the option of deciding whether to continue with the vendor provided hosting by February 2007 or hosting the application within the State's environment.

1.102 OUT OF SCOPE

The following process steps are considered out-of-scope:

Apply and Obtain Federal Grants
This process is performed by the use of the federal automated systems for grant application. Any electronic links to federal on-line grant systems is considered out-of-scope at this time.

Disburse Funds
This process involves providing an automatic link to Project MAIN (the state's accounting system). State of Michigan staff will accomplish this process, after the system has been successfully implemented.

E-Grants Portal Links on Michigan.gov

The State of Michigan, Department of Information Technology (e-Michigan office), will provide appropriate links to the e-Grants System and on-line system modules that the Contractor designs for the system. Following is an example of a page that may be designed for this purpose.

Figure 2

1.103 TECHNICAL ENVIRONMENT

The State of Michigan will be hosting the statewide e-grants system within the state's environment. For information on State of Michigan standards, please access the Department of Information Technology website at http://www.michigan.gov/dit.

The hardware plan requested in Section 1.104.1.4 must take this technical environment into account.

1.104 WORK AND DELIVERABLE

SECTION A

1.104.1 General Requirements

1.104.1.1 Capabilities and Qualifications of Organization

1.104.1.4 E-Grants Technical Architecture Plan

The Vendor's electronic Grants Administration and Management System (EGrAMS) is an enterprise level grants management system and presents a single portal to grantees to search, find and apply for grants from all State of Michigan agencies. The enterprise architecture is also a common system for all grantor agencies to solicit grant applications and manage the end-to-end grant life cycle processes. In addition, the system supports a comprehensive grant data repository to facilitate consolidated reporting at the state level.

The objective of the Enterprise EGrAMS portal is to

i. Provide potential applicants/recipients a central portal to browse grants by a common category/legislation/topic/word and to identify and apply for grants. The grants may be administered by different state agencies.

ii. Provide a secure and scalable solution that will facilitate an efficient method of grant planning, publishing and solicitation, application entry, review, approval, contract, award, post-award monitoring and ad-hoc reporting.

iii. Reduce the economic and administrative burden on individual state agencies by using uniform processes and data standards for all application submissions and reporting on grants.

iv. Minimize manual data entry by potential grantees. Provide built-in checks to support standardized validations.

v. Provide user-friendly grant information at the State, County, and Grantor agency levels allowing government to align funding with governmental priorities.

Overview of EGrAMS Architecture

Enterprise EGrAMS is designed using an n-tier architecture consisting of four basic layers:

Presentation Layer: responsible for the user interface and implemented using ASP.NET, HTML, JavaScript, CSS and iText Libraries.

Business Layer: responsible for implementing business processes and business work flows and implemented using VB.NET and web services.

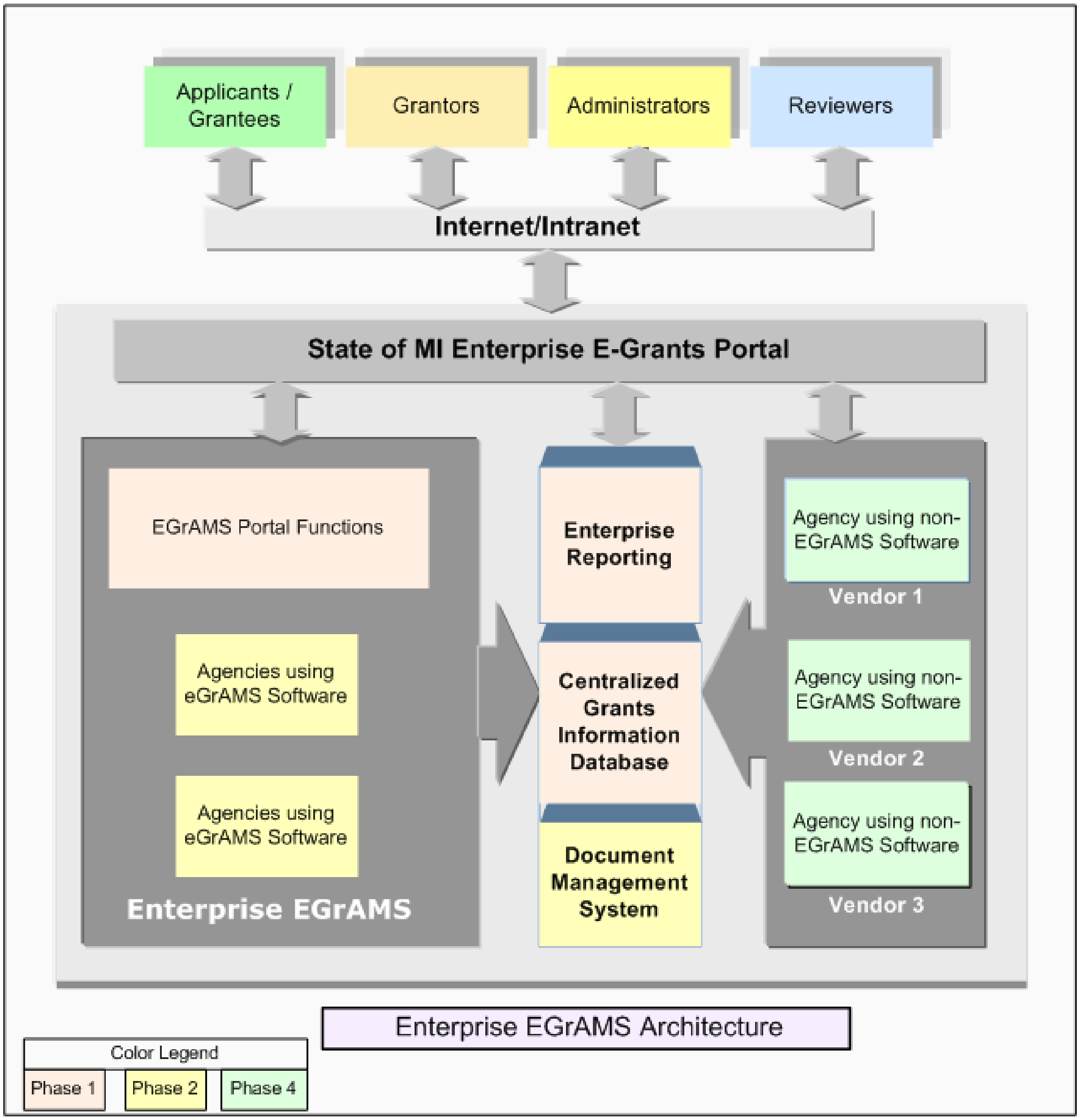
Data Layer: responsible for all database operations, uses MS SQL Server as the database, and uses ADO.NET and stored procedures.

Data Exchange Layer: responsible for data manipulation, conversion and transformation and implemented using VB.NET, C#, XML and web services.

EGrAMS supports two levels of implementation – the Enterprise level and/or the Agency level. At the Enterprise level, EGrAMS is designed as a central grants portal or gateway for all potential applicants or grantees across the State of Michigan as well as the central portal for all grantor agency access.

Section 1.104.1.4	E-Grants Technical Architecture Plan

Fig 1.104.1.4 (1) is a high level overview of the Enterprise EGrAMS architecture:



Enterprise EGrAMS Architecture

Description of EGrAMS architecture as depicted in Fig. 1.104.1.4(1), above

EGrAMS Portal Functions – See Figure 1.104.1.4(2) and discussion below.

Enterprise Reporting

The Enterprise Reporting module uses the Grant Information Database to generate consolidated reporting at the state or grantor agency level. The module supports several standard reports and includes templates for expense reports, narrative reports that track work plans and performance indicators, program statistic reports, and on-site visit reports. The system also includes an ad-hoc reporting tool that enables end users to create and print customized reports as needed.

Grant Information Database

The Grant Information Database is the consolidated central grants data repository for all grantor agencies in the State of Michigan. Relevant information that is entered in EGrAMS (e.g. user, grantee organizational profile, grant opportunity information, etc.) is stored in the Grant Information Database. In addition, key grant information from individual grantor agencies (grant programs, grant application information, etc.) is also stored in the Grant Information Database.

Document Management System

EGrAMS manages all the grant templates and grant applications in the EGrAMS database and all the attachments associated with the grant applications are stored on the file system.

In addition to storing these documents in the database, EGrAMS archives these documents in Vendor's document management system ('docuSTACK'). When a grantor/grantee submits or creates a document/report, like grant application/progress report, a PDF document is generated by EGrAMS and stored into docuSTACK with associated attachments. All documents/reports generated from EGrAMS, like grant applications, attachments, contracts, reviews, amendments, progress reports, closeout reports and ad-hoc reports are automatically stored in docuSTACK. In addition, docuSTACK can also store audio, video files from site visit etc. The documents stored in the docuSTACK are maintained for the period defined by the State's document retention policy.

The documents in docuSTACK can be accessed through the EGrAMS system using the same userID/Password. The access to these documents is based on the security levels defined in EGrAMS. For example, a grant application submitted by a potential grantee to a specific agency can be accessed only by the applicant and state agency staff having appropriate authorization.

The access to the documents in docuSTACK is provided by 'search and retrieve' capability using keywords that might be in the document text, title, agency name, subject, applicant name or topic. The retrieved documents can be viewed and saved on the desktop and also printed from the desktop. The grant documents stored in docuSTACK can also be exported to external media such as CD/DVD and Tapes for offline archival purpose.

The document management functionality available in the EGrAMS provides following benefits:

- A single centralized repository to archive and manage all documents, audio and video contents pertaining grant programs for all state agencies
- Single source of information and documents for all state agencies
- Concurrent online access to the documents from multiple locations and agencies
- Easy access, retrieval and reuse of information
- Reduced personnel time to manage documents
- Secured access and delivery of documents
- Cost savings, efficiency and regulation compliance

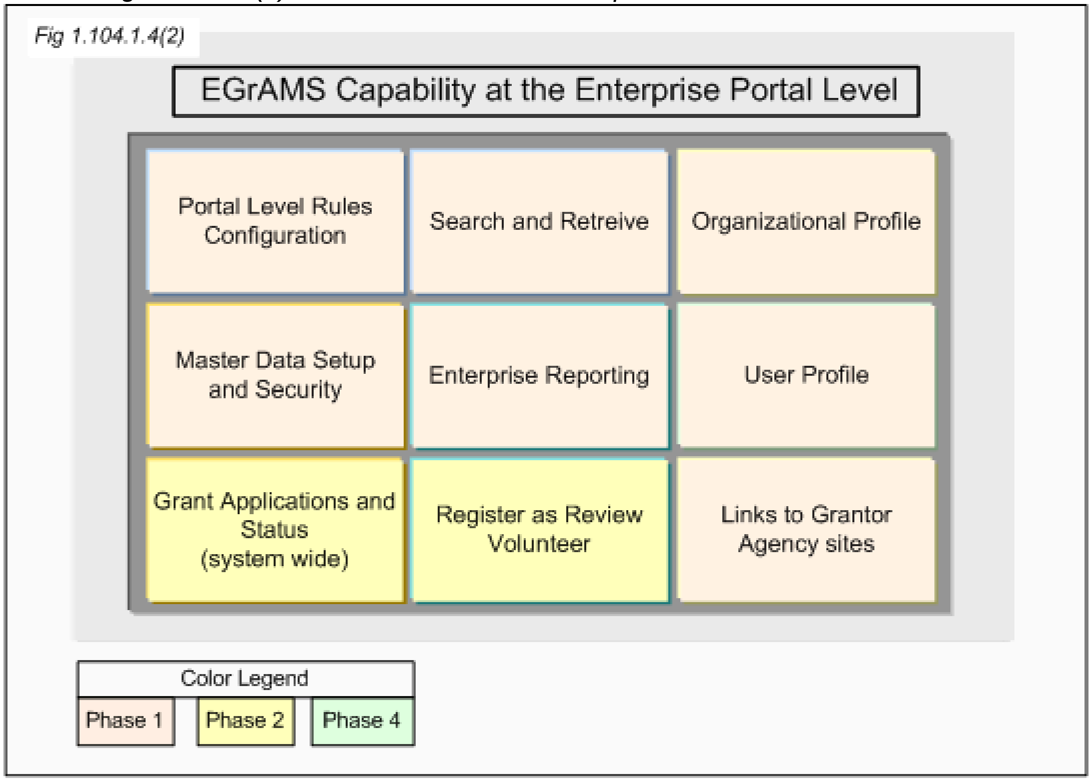
State agencies using grant management software other than EGrAMS

Agencies which currently utilize a non-EGrAMS grant management system can be accessed through the EGrAMS portal. The portal will automatically direct a user to the appropriate grantor agency site. VENDOR will develop custom interface to allow non-EGrAMS agencies to report to the Grants Information Database.

State agencies using EGrAMS grant management software

The EGrAMS portal uses web services to transfer grantor agency data to the Grants Information Database. The EGrAMS solution supports the entire grant life cycle process from planning and publishing through closeout.

Fig 1.104.1.4(2) is an overview of EGrAMS portal functions:



<u>Description of EGrAMS components depicted in fig: 1.104.1.4(2)</u>

Portal Level Rules Configuration

This option allows the DIT system/security administrator to set-up control information at the portal level (e.g. Portal screen text, user profile rules, etc.)

Master Data Setup

This option allows the DIT system/security administrator to set-up parameters and validation tables. Setup information may be classified as a one time activity used to setup application lookups, security and other information required by the system.

Search and Retrieve

This option allows potential grantees to search for grant opportunities across all grantor agencies based on user defined search criteria. The following describes how grant opportunity information is captured into the Grants Information database for agency EGrAMS and other agency specific grant systems. A portal service monitors the grantor agency databases that have implemented EGrAMS through a web service to determine whether any new grant programs have been published. All new grant information is transferred in XML format from the grantor agency to the central Grants Information Database.

For grants that are manual or existing agency specific grants systems, EGrAMS provides a user interface to manually enter the grant related information or upload the grant information through a file in either CSV or XML format. In addition, the user may also upload up to 10 attachments (Grant Application Form, Instructions, etc.). The information entered or uploaded may be reviewed and confirmed before publishing in EGrAMS.

Organization Profile

Grantee agencies create their own organizational profile and identify the grantor agencies with which they may work. The system creates an internal grantee/grantor cross-reference and the organizational profile information is transferred to the respective grantor agency database. Any edits and updates to the organizational profile information are automatically updated in the respective grantor agency database.

User Profile

Users also create a profile, identify their grantee/grantor agency, and identify the grantor agencies with which they may work. The system creates an internal user/grantor agency cross-reference and the user profile information is transferred to the respective grantor agency database. Any edits and updates to the user profile information are automatically updated in the respective grantor agency databases.

Register for Grant Opportunity Notification

Allows potential applicants to register to receive email notification from potential agencies whenever a new grant program is published.

Register as a Review Volunteer

Allows independent reviewers to register as grant application review volunteers and identify the grantor agencies. The profile is available in the review pool for the grantor program managers in the identified grantor agencies.

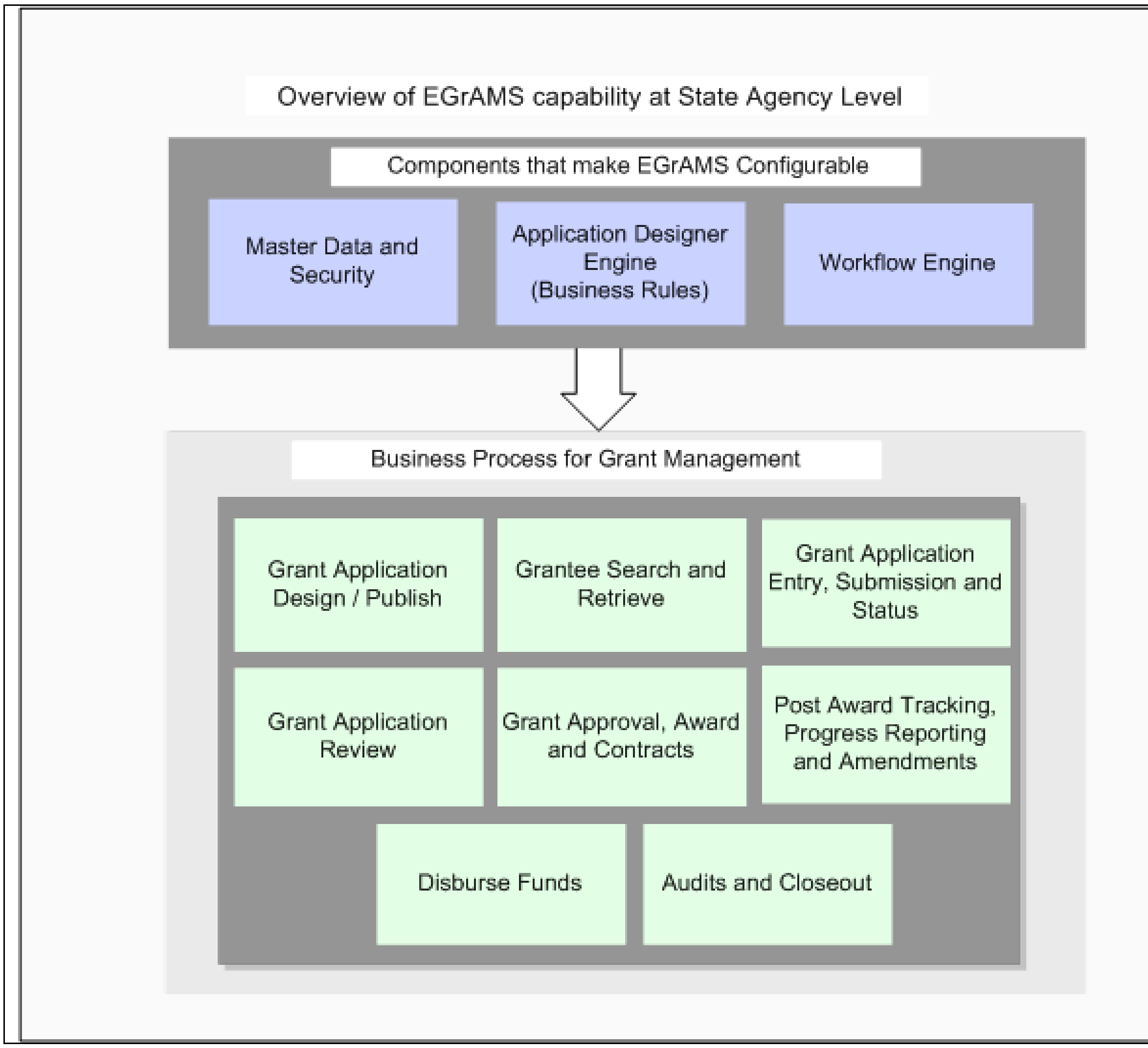
Grant Application Status

Grant applications are entered by grantee agencies online through the web. The system identifies the sections that have been completed, pending, errors, attachments, etc. All grant applications are validated based on the business rules defined for the grant program. The system validates users and only authorized users are permitted to submit grant applications. The grant application submissions are validated against the submission timeline (date and time) and late submissions are rejected. On submission of a completed grant application, the system prompts the user to confirm the submission of the grant application. A confirmation that the application has been submitted is communicated to the user by online popup notification that may be printed for the grantee's records and email. EGrAMS also allows grantees to view the status of their application 24x7 through the Grant Application status option.

Links to other Grantor Sites

The option allows users to access various grantor agency sites.

Fig 1.104.1.4(3) is an overview of the EGrAMS capability at agency level



Description of EGrAMS components depicted in fig: 1.104.1.4(3)

Description of components that make EGrAMS configurable: The three top components in the above diagram make Vendor's EGrAMS unique among grant management systems. The Master Data and Security component allows grantor administrators to create new security rules as needed. The Application Designer Engine allows grantors to customize application packages without software changes. The Workflow Engine allows grant administrators to customize the steps in the life cycle of a particular grant program.

Master Data and Security

This option allows the Agency system/security administrator to set-up/control parameters and validation tables. Setup information is a one time activity during initial implementation to setup parameters, application lookups, security and other information required by the system. The Security module involves set up of roles, roles access, screen function level and stage based access. This function may be performed by the DIT Enterprise, Site or Agency Security administrators.

Application Designer Engine (Business Rules)

This process involves the planning of different grant programs a grantor agency has to offer. In addition, this process also involves defining eligibility criteria, business rules, appropriate budget categories and required approvals/authorizations, creating the grant application package (application form, instructions, etc), and publishing the package.

Workflow Engine

"Workflow" is the various stages a grant application goes through from entry to closeout. A grantor agency may offer multiple grant types and each type may have a different workflow. The workflow engine allows grantor agencies to configure the various stages of the grant life cycle associated with each grant type.

Business Process for Grant Management: The following flow charts and descriptions describe the grant process from beginning to end in 8 steps that include all processes identified in section 1.002 of the ITB as part of the Business Process for Grant Management.

1. Grant Application Design/Publish

An agency may manage multiple grants and the system must allow each of these to be implemented in the system. The implementation is performed by agency personnel during Grant Package Development using the EGrAMS application configuration tool. A grantor agency can design, configure, and publish the grant application package or kit. This is done by following a number of steps from defining business rules, configuring the application to publishing and sending out grant opportunity notification.

Application Package Configuration – allows grantor administrators to configure sections of a grant such as the Face Sheet, Program/Project, Budget and Miscellaneous. This function also supports a preview option to view the result of the configuration and perform layout refinements. This function is primarily performed by the Agency Grant Designer with the assistance of the Agency Grant Program specialists.

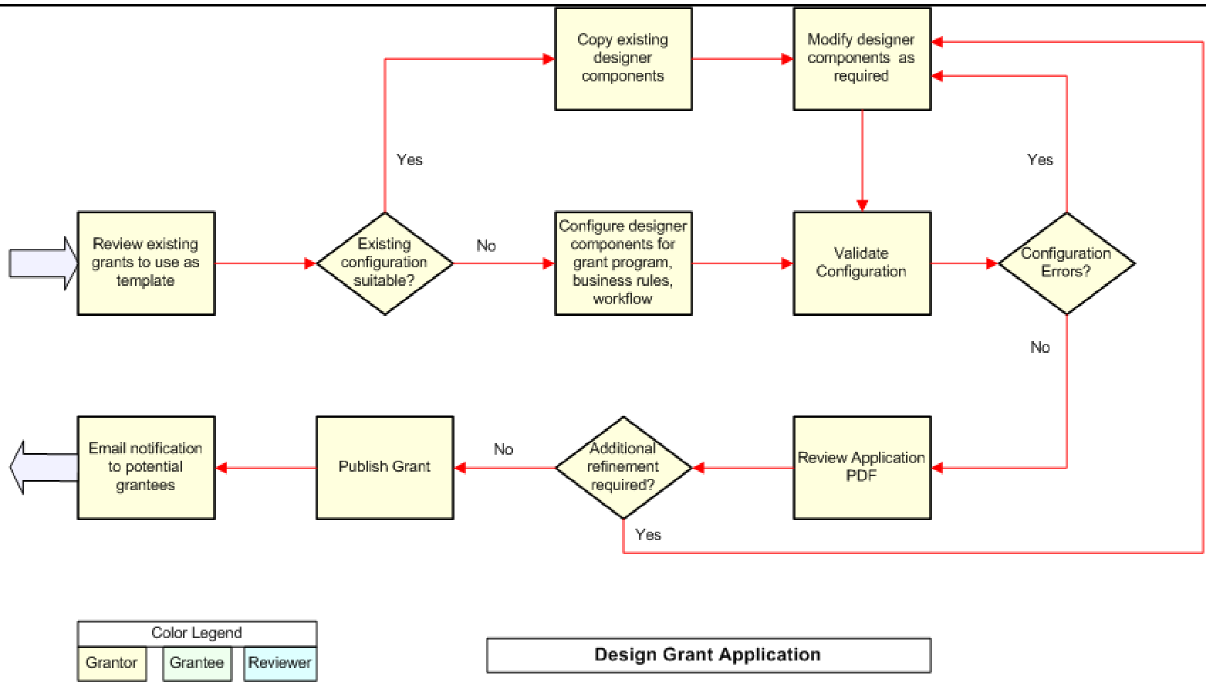
Business Rules Configuration – allows grantor administrators to define various business rules such as the grant type, accounting codes, disbursement, approval levels, agency types, number of years for funding, funding basis – increasing/decreasing/equal, match requirements, match limits/ restrictions, scoring levels, maximum scores, timelines, expenditure category validation – line item, tracking of modifications, revisions, amendments.

Copy / Delete Designer Components – allows grantor users to create a new grant package from the existing grant package configurations. It supports copying components from multiple grant packages.

Designer Component Validator – validates a grant application package to ensure that the configuration is valid and identifies any errors in the configuration. This is an iterative process that works till no errors are found.

Preview Configuration – enables the agency grant designers and grant program specialists to preview the configuration in PDF format. If any refinements are needed, modifications may be made.

Publish – enables the grantor administrator to publish the grant package. Once published, no changes can be made to the grant configuration.



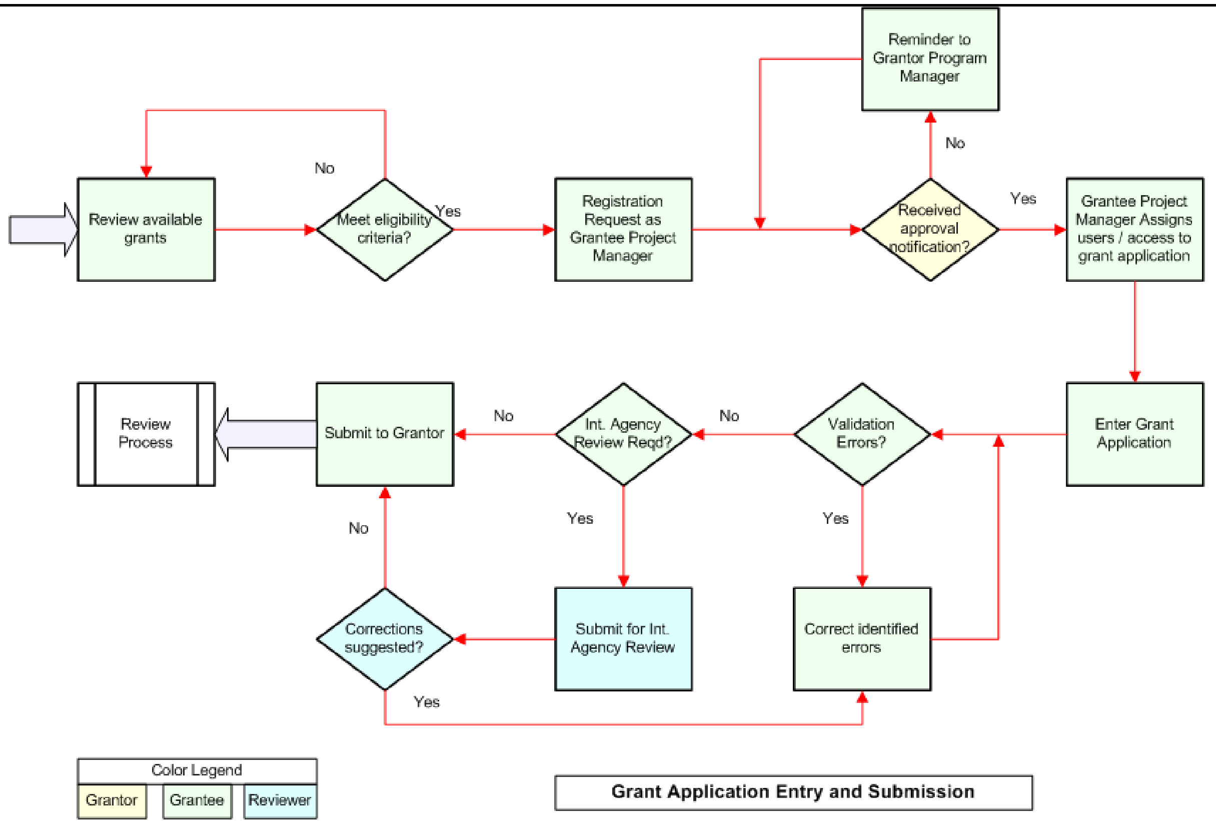
2. Potential Grantees Search and Retrieve

EGrAMS allows potential grantees to register to receive automatic notification for grant programs of interest, to send letters of intent, and creates a searchable database of funding opportunities. It also allows potential grantees to determine their eligibility before applying. Extensive online help and instructions are provided. Potential grantees can also register for technical assistance sessions and the system validates availability, attendance restrictions, etc.

3. Grant Application Entry, Submission and Status

EGrAMS provides pre-application support to grantee agencies. Typically Technical Assistance Sessions are scheduled for specific programs and information identifying the date, time, venues and available seats for these sessions are configured in the system. Potential grantees may register for these technical assistance sessions and the application validates availability, attendance restrictions, etc. Grant applications may be entered by grantee agencies online on the web. The system has a very user friendly and intuitive user interface. Extensive online help and instructions are provided to reduce training expense. The system identifies the sections that have been completed, pending, errors, attachments, etc. All grant applications are validated based on the business rules defined for the grant. The application validates users and only authorized users are permitted to submit grant applications. The grant application submissions are validated against the submission timeline (date and time) and late submissions rejected.

On submission of a completed grant application, the system prompts the user to confirm the submission of the grant application. A confirmation that the application has been submitted is communicated to the user which may be printed for the grantee's records. Grantees can check the status of their application online.



Grant Application Entry and Submission

4. Grant Application Review

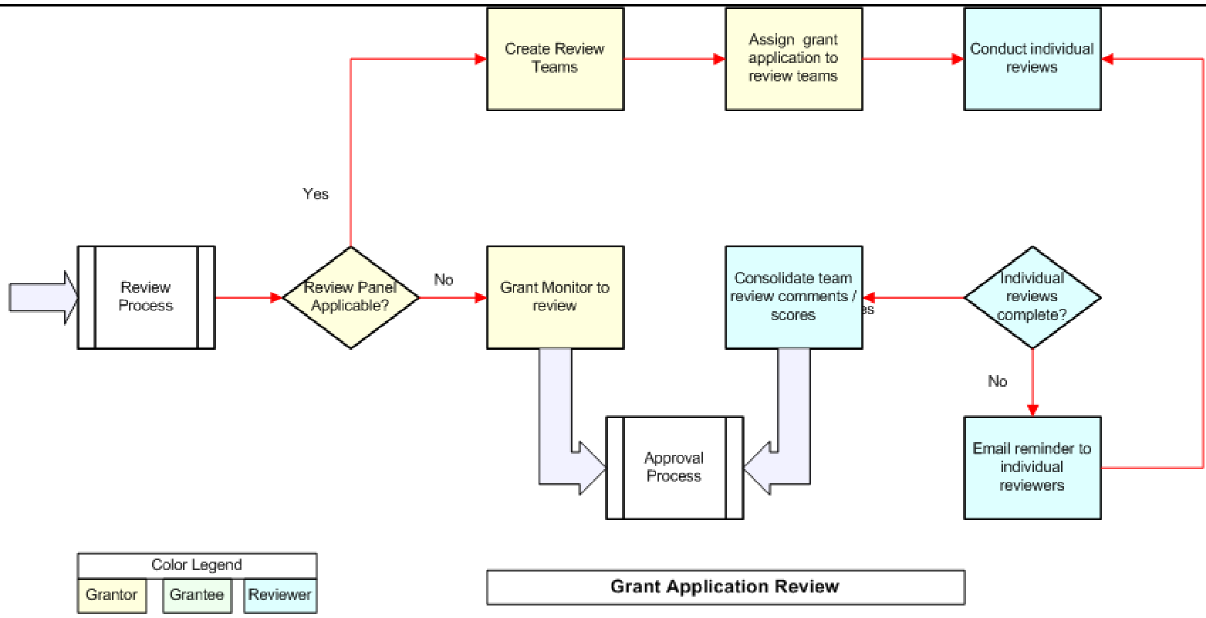
In addition to internal reviewers, EGrAMS supports registration of external reviewers. Once registered, they are reviewed and evaluated. Based on the review, these volunteer external reviewers may be approved or rejected. The approved reviewers may be assigned to a grantor agency review pool.

A Grantor Program Manager can create review teams. Availability of reviewers both internal and external are checked against the timeline, and current review workload. The Grantor Program Manager allocates a set of grant applications to each review team. Reviews may be restricted to specific categories of the application based on reviewer expertise. If reviews are restricted, reviewers will not have access to section categories other than those allocated for review.

EGrAMS supports multiple types of reviews as defined in the workflow. This process facilitates peer reviews and/or team reviews. In competitive grants, the review process may require scoring. The system has a workflow manager which can be configured to notify reviewers through email to perform certain tasks. Exceptions or special process can be defined, for example, a review or endorsement by an external agency may be mandatory.

Reviews may be conducted individually by each member and/or jointly by the review team. Reviewers can enter comments and score the application based on the allowable scores permissible for the individual sections. Team reviews may require consolidation of review comments and scores together with recommendations for funding and approval.

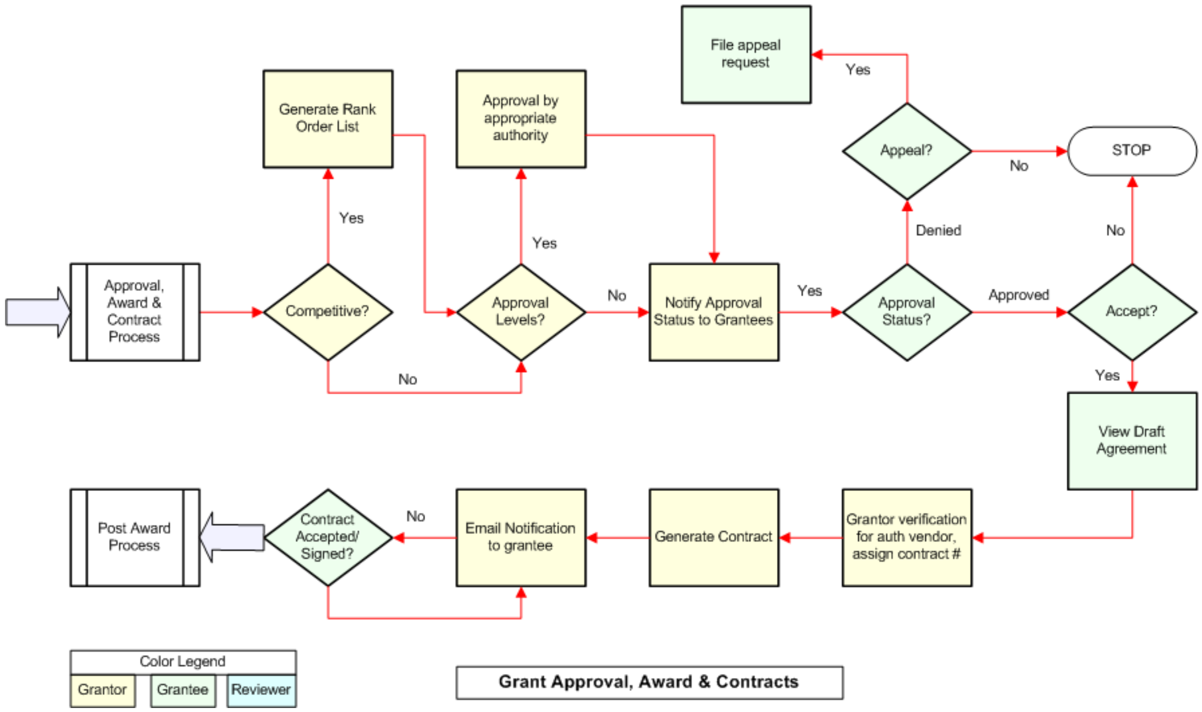
In order to facilitate a consistent review by multiple reviewers, EGrAMS has a mechanism to configure checklists and scoring. Each review criterion can be assigned a permissible maximum score. This ensures that reviewers are consistent in their scoring within ranges.



5. Grant Approval, Award and Contracts

EGrAMS supports multiple approval levels based on the business rules configured for a grant type. For competitive grants, upon completion of reviews by the review team, the system generates a rank ordered list and applies the recommended funding amount against the available grant amount. The grantor program manager has the flexibility to accept or manually override this allocation and record the reason for the decision.

On final approval or denial, email notifications are sent to the grantees to communicate the status of their application. If an application is approved, grantees can accept or decline the funding offer. If the application is not approved for funding, the grantee can go through an appeal process. Upon acceptance of the grant award, the system generates a grant agreement/contract that must be signed and returned to the grantor agency, prior to the commitment of funds.



6. Post Award Tracking, Progress Reporting and Amendments

Within EGrAMS an agency can set up the frequency for generating progress reports, at a grant level (i.e. monthly, quarterly, half-yearly, etc). The agency can override the reporting schedule for a grant. Site visits can be set up as required. Performance reports can be entered online by grantees based on the progress reporting schedule. Grantors can review the progress reports online and approve or recommend necessary corrections. The following standard reports are available within EGrAMS:

> *Expense Report* – contains details for pre-defined expense categories, the budget amount,YTD amount and period amounts.
> *Narrative Report* –tracks the work plan for activities, timeline and metrics.
> *Program Statistics Report* –tracks attributes identified in the face sheet based on user configuration.
> *Site Visit Report* – contains a record of the site visits to grantee agencies.

Each standard report format can be customized to fit a particular grant.

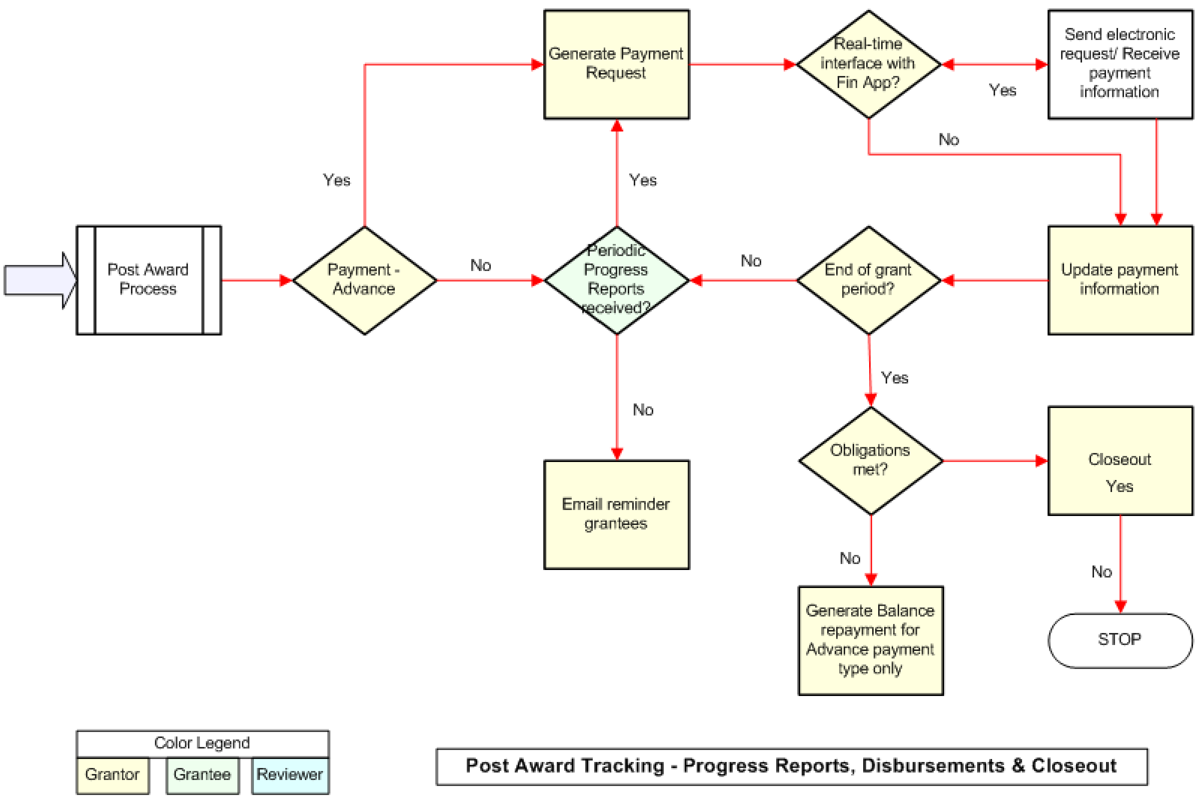
The above reports are entered online by grantees based on the progress reporting schedule as configured. Grantors can review the progress reports online and approve or recommend necessary corrections. The amendment process allows amendment of the contract/agreement through a formal request by the grantee to the grantor agency, or vice versa.

7. Disburse Funds

EGrAMS supports disbursement using either Advance or Cost Reimbursement payment model. The disbursement is configured for a grant type with an override at a grantee agency level, if required.

In the Advance payment model, the system generates the first payment request at the beginning of the payment period. For subsequent payment requests, the system validates the receipt and approval of progress reports taking into account the permissible grace days. In the Cost Reimbursement model, the system generates payment requests for the approved expense reports based on the payment frequency.

The system can interface with external financial systems in real-time to post the payment request and update the payment request after the payment has been made. The system also supports generation of payment request files in CSV and XML formats.



Post Award Tracking - Progress Reports, Disbursements & Closeout

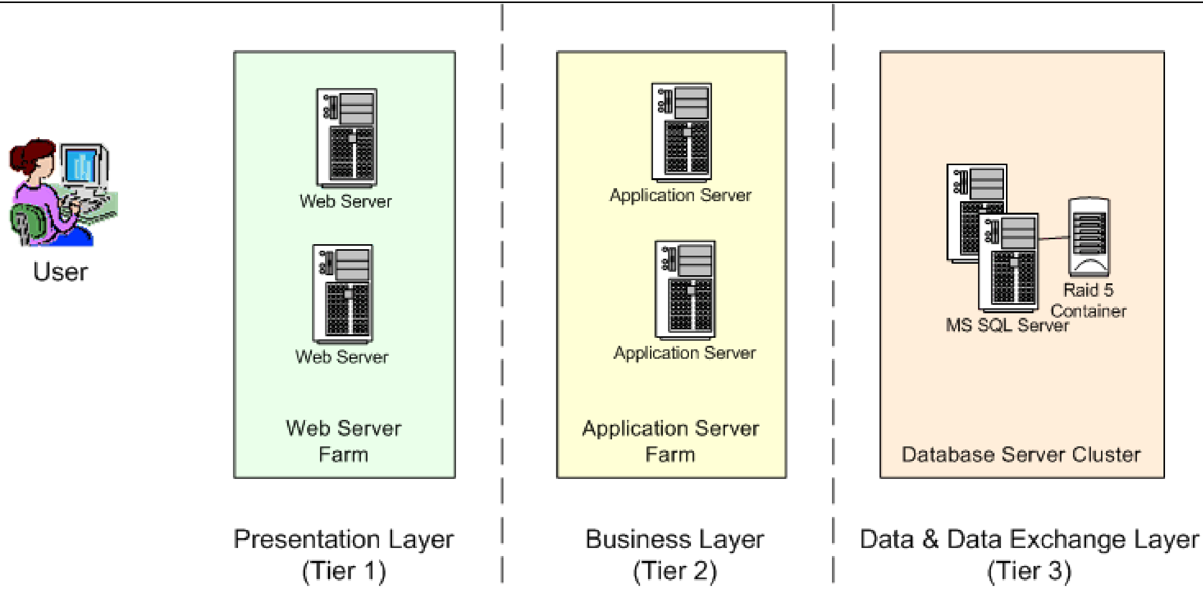
8. Closeout

EGrAMS can be configured to automatically flag grantees of pending closeout dates and tasks. It will track when required reports are completed and what is yet due. It allows review of all past financial and progress reports to ensure that recipient obligations have been met. In cases where funding is provided on an advance basis, if funds are unused at the end of the fiscal year, the system can generate a refund request.

Section 1.104.1.4	E-Grants Technical Architecture Plan – Hardware Architecture Plan

Requirement

A one page, graphical depiction of the proposed architecture



A network and component diagram that depicts all devices comprising the E-Grants architecture and their relationship on individual network segments. The diagram should also illustrate all relevant telecommunications circuits and how the E-Grants architecture will connect to the State's LMAN. The Vendor should also identify all proposed security devices.

The network architecture proposed for EGrAMS will provide the State of Michigan a system that is reliable and scalable. Clustered server configurations using advanced load balancing techniques provide improved performance, availability and reliability. Load-balanced, multi-server configurations are ideally suited for fast response of enterprise level web applications with high-volume data and update requirements. The RAID 5 based storage approach leads to continuous operation, and fast and easy data recovery in the event of hard drive failure, as well as ensuring optimum reliability for enterprise-class web applications. The high-availability network switches provide efficient traffic routing and reliability. The type and degree of redundancy varies depending on the type of component, its criticality to the system and the performance needs of the system. For example, there are two separate feeds into front-end routers. Network equipment, including the routers, switches, firewalls, and load-balancers are redundant. The system is configured so that if one component fails, its redundant twin can quickly takeover. The system is configured with multiple web servers so that if one fails there are others to support the load and take over the service. This same multi-server configuration also facilitates efficient software upgrades. Back-end database servers are also clustered to provide 100% availability.

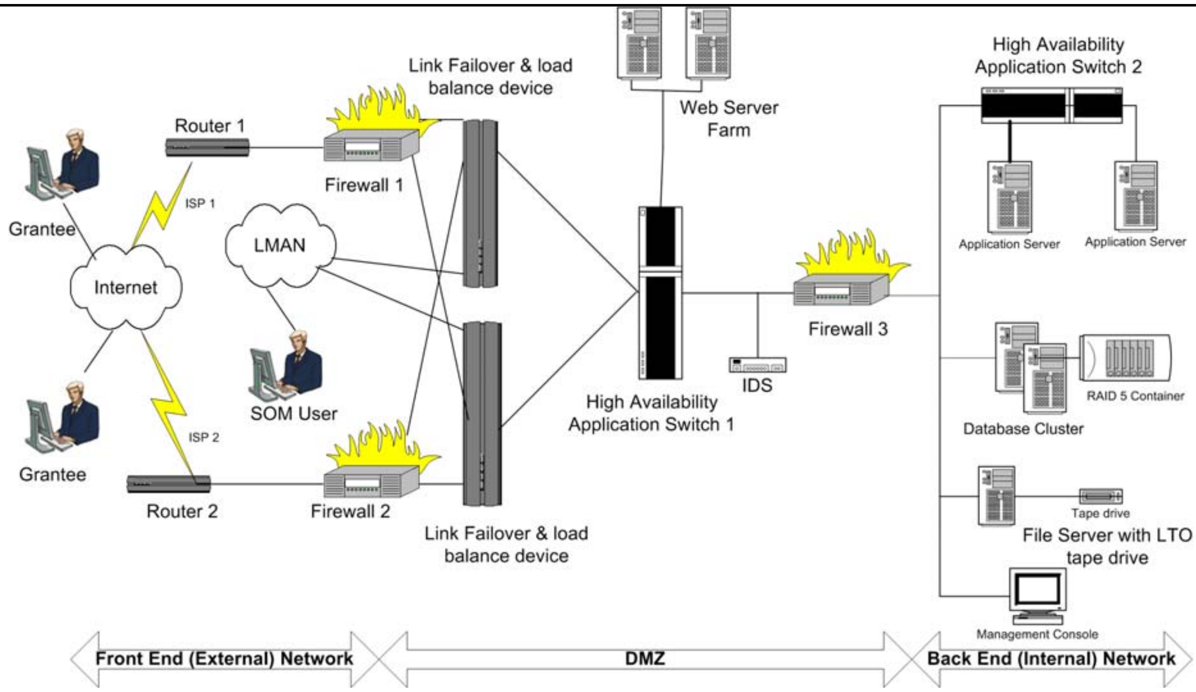
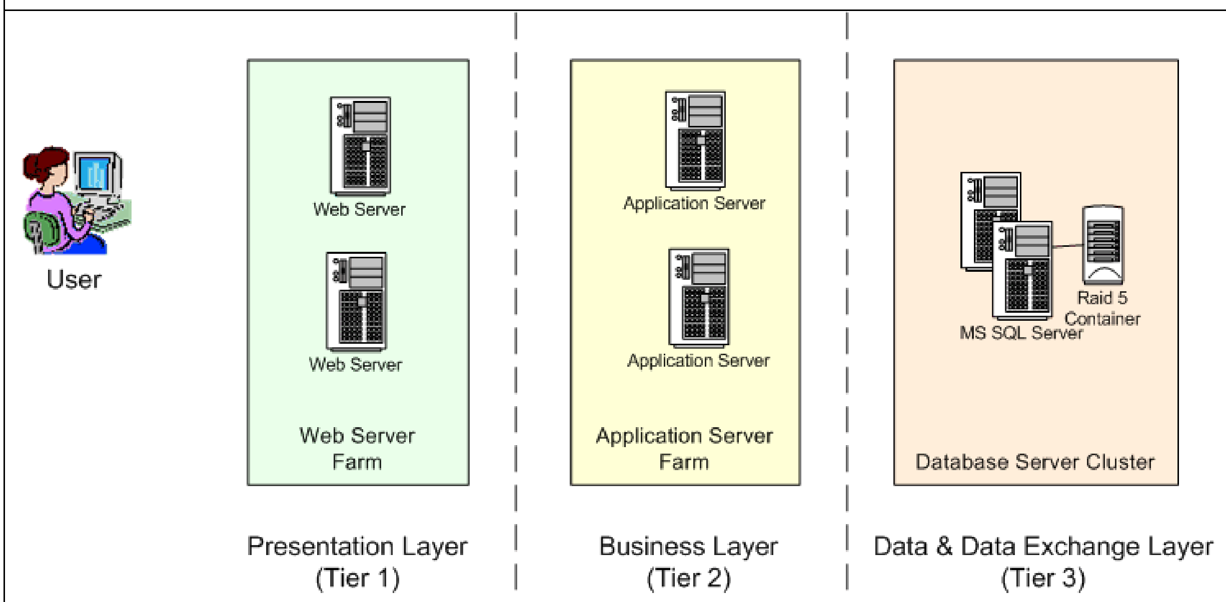


Fig 1.104.1.4(4)

Section 1.104.1.4	E-Grants Technical Architecture Plan – Hardware Architecture Plan

Requirement

A one page, graphical depiction of the proposed architecture



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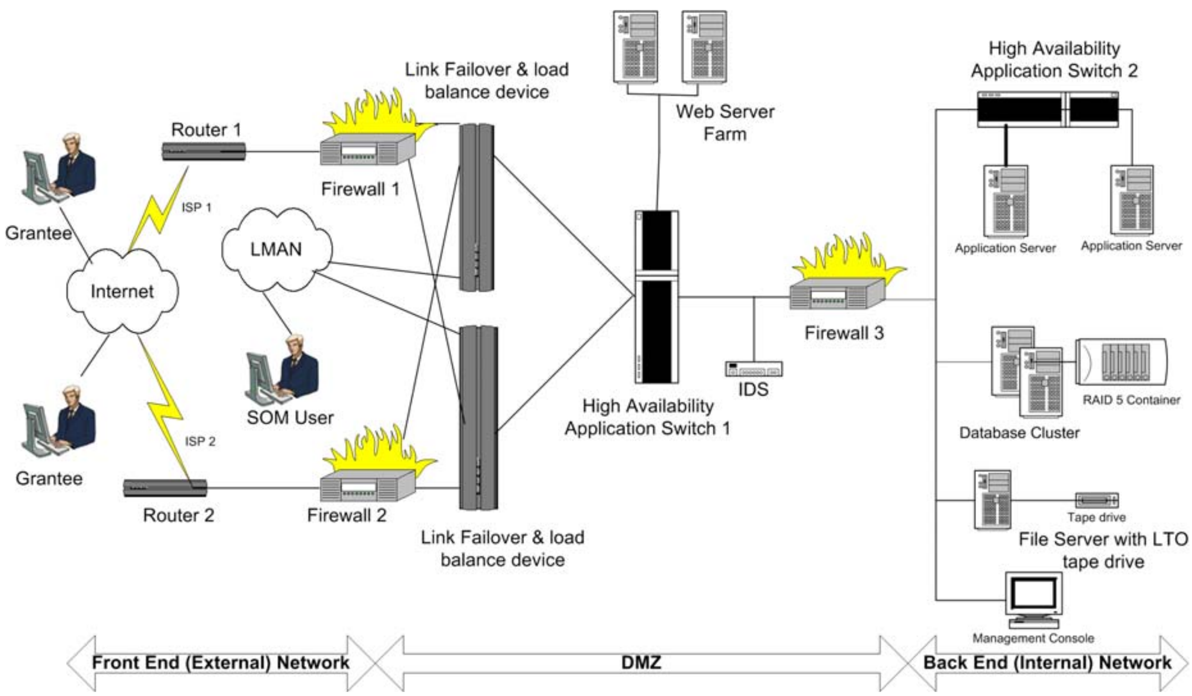


Fig 1.104.1.4(4)

Type (brand name and model numbers) of hardware and equipment recommended

EGrAMS is built upon Microsoft technologies and utilizes Internet protocols for network connectivity between devices, servers and user workstations. The table below lists brands and model numbers of the recommended network devices and servers. The SOM can alternately deploy the application software on comparable or higher servers from other hardware manufacturers running Windows 2000 or higher.

Component	**Make**	**Model**	**Qty**	**Role**
Routers	Cisco	2600	2	ISP connectivity
Internet link failover/load balancing devices	F5 Networks	BigIP 2400	2	Provide link redundancy and load balancing at time of high traffic
Firewall 1 and 2	Cisco	PIX 515	2	Secure connectivity between Internet and Web Servers, and between Web Servers and Application Servers
High Availability Switch 1	F5 Networks	BigIP	1	Provides load balancing and enable Web Server redundancy
Web Server Farm	Dell	PowerEdge 1850 · 2 Xeon Processors 3.0 GHz · 4 GB RAM · 76 x 2 Mirrored internal disks for OS · Redundant power supply	4	Forms the Presentation Tier of the application. Runs Windows 2000 Advanced Server and IIS.
High Availability Switch 2	F5 Networks	BigIP	1	Provides load balancing and enable Application Server redundancy
Application Server Farm	Dell	PowerEdge 2850 · 2 Xeon Processors 3.0 GHz · 6 GB RAM · 76 x 2 Mirrored internal disks for OS · Redundant power supply	2	Forms the Business Tier of the application. Runs Windows 2000 Advanced Server and IIS.
Database Server	Dell (Cluster)	PowerEdge 2850 · 2 Xeon Processors 3.0 GHz · 4 GB RAM · 76 x 2 Mirrored internal disks for OS · Redundant power supply	2	Provides database storage and management for the application. Runs Windows 2000 Advanced Server and MS SQL Server 2000
File Server with LTO tape	Dell	PowerEdge 1850 + Dell LTO 2 backup device	1	Files storage and backup drive for daily backup
RAID 5 Container	Dell	PowerVault 221 RAID 5, 450GB usable space	1	Direct Attached Storage for Database cluster server

Number of servers, other equipment
See table above for the number of servers and other network equipment.
Minimum space required to support recommended hardware environment
The minimum space required to house the recommended hardware is one 42U server rack. Additional 10U space may be required in the network rack.
Minimum facility requirements
The estimated BTUs requirement for the proposed hardware is 40,000 BTU. UPS is APC 7500VA with 50 minutes backup run time
Minimum security requirements
The server, storage and network hardware should be installed in the data center and network closets with physical access restricted to only IT staff responsible for administering and supporting them. The network architecture proposed places the web-servers accessing the EGrAMS application in the DMZ. The Application and Database servers are located in the SOM's network behind the firewall separating them from the DMZ. The minimum security configuration and practices are: • Firewall between Internet and presentation layer (Tier 1) Firewall 1 and Firewall 2 in the network diagram. • Firewall between presentation layer (Tier1) and business layer (Tier 2) Firewall 1 and Firewall 2 in the network diagram. • Locked down (hardened IIS settings) web server • Regular vulnerability scans of all the servers • Patch management of all the servers Qualified and trained systems staff
Types of skill sets required by State personnel to operate and/or maintain the e-grants system
The technical skills required to maintain the system software are: • Administration and Configuration of Windows 2000/2003 including IIS • Administration and Backup of MS SQL Server 2000 software and Databases In addition, expertise for configuring and maintain SOM's network and Internet connectivity and security would be utilized to support the proposed network devices (switches, firewalls and load balancing devices).

Section 1.104.1.4	**E-Grants Technical Architecture Plan – Hardware Architecture Plan**
	Requirement
Based on the proposed configuration, the following identify relevant performance measures, such as	
Number of supported hits per month	The network configuration proposed can support more than 5 million hits per month.
Number of supported user sessions per month	The network, hardware and application software that form the EGrAMS solution can support more than 150,000 user sessions per month.
Number of simultaneous users supported	The network, hardware and application software that form the EGrAMS solution has been designed to support more than 500 concurrent users.

Section 1.104.1.4	E-Grants Technical Architecture Plan – Hardware Architecture Plan
	Requirement
Average page display time over a variety of different line speeds	The EGrAMS system user interface is designed to minimize page refreshes and download sizes. The average page display size is: Line Speed — Average Page Display Time > 256kbps — < 3 seconds 56kbps – 256kbps — < 5 seconds
Time for completing incremental and full back-ups	The size of data to be backed-up would largely depend on the number of grant applications and attachments submitted and maintained online on the system. Average Grant Application is estimated to consume at most 1MB in data and attachments. The total disk space used is estimated to be less than 20GB. The time taken to complete incremental and full backups would depend on the backup schedule and backup device. A daily full backup of a 100GB database containing 5 years of data is estimated to take less than 5 hours. The actual time taken would also depend on the backup strategy (frequency, incremental/full, encryption, media, etc.), backup software and drive deployed.
Other relevant statistics	None.

E-Grants Technical Architecture Plan – Hardware Architecture Plan
Requirement
The vendor will provide a computing environment that will ensure a minimum of 99.90% uptime with 12 x 7 availability. The capabilities of the proposed computing environment must meet this uptime/availability requirement. This includes, but is not limited to features such as server clusters, load balancing, server replication, component and network redundancy, use of fault tolerant servers with built in redundancy and hot-pluggable components, etc. The vendor will also provide the management tools and processes they proposed or employed for ensuring these requirements are met or exceeded.

Section 1.104.1.4	E-Grants Technical Architecture Plan
	Requirement
Ability to handle an increase in simultaneous users and interactions. *As new grants are added to the system, monthly usage will increase. Deadlines for grant applications vary from grant to grant. Therefore, the number of simultaneous users will vary based on the number of grants that are due in a particular month and number of financial and progress reports due within the same month. System should be able to handle a maximum of 3000 users in a month and up-to 400 simultaneous users at peak usage.*	
Ability to store an increasing amount of information in the databases. *As number of grants increase, the database should be scalable to accommodate the increased usage. The system should not experience degradation due to increased database size or usage.*	
Ability to handle an increase in the amount of hardware. *The system should handle additional servers as usage is increased.*	

Section 1.104.1.4		E-Grants Technical Architecture Plan
		Requirement

The vendor will test and provide test plans and test software for all the scalability requirements at the end of implementation of each phase.

Consolidated response to E-Grants Technical Architecture Plan Requirements 1-5.

The vendors EGrAMS solution consists of an n-tier EGrAMS application software running on a highly scalable and available network and server architecture. The key features of the solution are:

Multi-tier Architecture

EGrAMS is designed to run on multiple tiers of computers. A multi-tier application is constructed across multiple logical or physical tiers. The software used by a user to access the EGrAMS system is as simple as a browser running on a workstation connecting to the application from SOM intranet (LMAN), or remotely from a home or office PC over the Internet. The server side application is an Active Server Pages (ASP.NET) application hosted by a Web Server farm. These programs invoke objects that execute business logic on Application Servers. The business objects then manipulate data located on a database server.
All of the server-side operations of the system can occur on one or multiple servers. The multi-tier architecture offers the benefit of distributing loads across multiple servers, providing for more scalability than that offered through a single server solution.
Web Services encapsulate business functionalities that represent discrete tasks, and consequently are also easier to develop, test and reuse. Web services lend themselves to building scalable applications in the following ways:

1. They remove business logic from the presentation and data tiers, dedicating each tier to specific tasks.
2. They share resources, such as data connections.
3. They can be distributed to multiple servers to promote high availability of applications by allowing multiple servers to perform the same task.

Failover Clustering

The proposed solution is based on Windows 2000 Advanced Servers. This offers failover clustering which provides a server with a backup partner server in case of failure. If one system fails, the partner server takes over. Windows 2000 supports a more efficient 'active/active' solution where both nodes can run active processes such as SQL Server.

Replication

Using the database replication service can also improve system availability. Database replication services permit an operational publishing database to be updated while a subscriber database is unavailable. Changes to the operational database are queued and applied to the subscriber database when it becomes available.

MS SQL Server Enterprise Edition Database

Microsoft's SQL Server 2000 Enterprise Edition software is proposed as the database software for the EGrAMS application. SQL Server has proven itself in enterprise level database applications, and supports advanced features such as Storage Area Networks (SAN), Cluster Failover, Multi-processor support and Replication. Use of SQL Server Enterprise Edition would allow the EGrAMS application to manage increasing number of grant applications without loss of performance. Further scalability can be achieved by replicating data to a separate server for running Enterprise Reports.

Windows 2000 Multi-processor Support

The proposed server configurations have multiple processors, and Windows 2000 will distribute the load across multiple CPUs.

Additional Servers

For State agencies that process a large number of grant applications and users, the EGrAMS application design provides the option of moving the database and business tiers for a given Agency to separate server clusters. This option provides a high level of scalability.

Network Design

The BigIP switches proposed provide hardware based load balancing.

The SSL Termination capabilities of the BigIP switches substantially offload the encryption and decryption

Section 1.104.1.4		E-Grants Technical Architecture Plan
		Requirement

processing load from the servers thereby increasing server performance.

The cache capabilities of the BigIP switches also shorten the page display times and reduce the hits on the servers.

Network Redundancy

- As shown in the network diagram above the connectivity is through multiple links from multiple ISPs using redundant firewalls
- Hot spare switches and routers
- Redundant backbone

Application and Database Redundancy

- Application redundancy using high availability switches
- Application load sharing using high availability switches
- Database servers are in a cluster connected to a high speed RAID 5 hot swappable hard disk container
- Multiple web servers configured as "server farms" provide redundancy and load balancing

Physical Control

- Restricted access to server room and hardware rack only to approved and authorized individuals insures physical security

Security

- Firewall between Internet and presentation layer (Tier 1) Firewall 1 and Firewall 2 in the network diagram
- Firewall between presentation layer (Tier1) and business logic/application (Tier 2) Firewall 1 and Firewall 2 in the network diagram

Performance Test Plan

VENDOR will plan and execute Performance Testing as part of the EGrAMS implementation. The Performance Testing plan would include detailing performance requirements, writing test cases, executing the test cases using automated tools and scripts to capture performance metrics. SOM will provide the Performance Testing tools and environment for the test.

1.104.1.5 System Training

- For all grantor and grantee training in Phase 1and Phase 2 the vendor will provide an alternative to classroom training. Online learning uses a Learning Management System (LMS) to act as the Central Source. The LMS centralizes all student information including registration data, course/courses progress, documentation of course completion and test scores. The LMS can also provide a central distribution of manuals, class resources and quick reference guides.
  Vendor will partner with Michigan Public Health Institute (MPHI) to create an E-Learning Online Solution for the Training on www.training.mihealth.org.

An online training solution will meet the following objectives:

- Provide a single source of training curriculum and training style.
- Each automated pilot grant will have a customized training manual.
- A single, central point for all curriculum, manual and training resources. The Online curriculum will ensure that the learner is being educated with the most up to date information. Curriculum changes are restricted to a single source and are immediately available to all learners

The Grantor training in Phase 1 comprises of

- Master Lookup codes Setup and Parameters
- Grantor Office functions
- Portal functions
- Ad Hoc reporting

The Grantor training in Phase 2 comprises of

- Grant Designer functions
- Grant Specialist functions
- Review & Approval functions

- Post Award functions

As required by the CONTRACT, VENDOR will conduct the following DIT technical staff trainings

a. DIT Technical Staff Training – 2 sessions on system management for Phase 1 implementation

b. DIT Technical Staff Training – 4 sessions on system management for Phase 2 implementation

The DIT training in Phase 1 comprises of

- eGrAMS software installation,
- Creation of database, loading of initial data
- System setup, Security & User Administration

The DIT training in Phase 2 comprises of

- System setup,
- Security & User Administration
  Backup and restore of EGrAMS

1.104.1.6 Documentation

Section 1.104.1.6	**Documentation**
Requirement	
All documentation must be provided in electronic format.	
Vendor will follow all industry recommended levels of documentation. All documentation will be provided to the state in electronic format.	
Software Deployment Plan and Procedures Manual. *a. This document lays out detailed procedures for implementing software.* *b. The manual lays out procedures for implementing and maintaining new versions of the software.*	
Vendor will provide the state with the software deployment plan and procedures manual in electronic format. The document will detail the processes and procedures required to implement the EGrAMS software. The procedures manual will identify details of implementation and maintenance of new versions of the software.	
Software Documentation Requirements. *a. Requirements Document – This will document the requirements for all modules.* *b. Functional Specifications Document - This must include use case scenarios with the following components:* • *Activities* • *Relationship to stored procedures/database elements* • *User interactions such as screen shots* • *Data validation*	
VENDOR will follow all industry recommended standards of documentation. Since the implementation of the software is not a development project, Requirements, Functional and Design Specifications will be documented for any enhancements or customizations carried out to the base application. Sample documentation is provided as a soft copy together with the CONTRACT response.	
Software Documentation Requirements. *c. Design Specifications Document – This will document the requirements for all modules.* *1. Internal Specifications Document* *a. Describe objects included in the system and how they interact with each other* ***b.*** *Process flows describing system (in Unified Modeling language or equivalent)* *2. External Specifications Document* *a. Screen layouts for end users* ***b.*** *Describe functionality of each screen*	
VENDOR will follow all industry recommended standards of documentation. Since the implementation of the	

Section 1.104.1.6	Documentation

Requirement

software is not a development project, Design Specifications will be documented for any enhancements or customizations carried out to the base application.

Database Design Document

a. Logical Data Model

1. *Entity Relationship Diagram (ERD)*
2. *List the following information for each table:*
   - *Columns*

     a. Data Type

     b. Data Length
   - *Keys (Primary/Foreign/UNIQUE)*
   - *Domain integrity (Check constraints)*
   - *Indexes*
   - *Declarative integrity (Triggers, can be used to enforce complex business rules)*

VENDOR will provide detailed documentation for the EGrAMS logical data model that identifies the list of columns, data type, length, valid values and descriptions, primary and alternate indexes, foreign key relationships, constraints, etc.

Database Design Document

b. Physical Data Model

- *Purpose of the database*
- *Normalization rules*
- *Protection of data integrity*
- *Security requirement and user permissions*
- *Performance of the application*
- *Maintenance*
- *Estimating the size of the database.*

Database Design Document

c. Other Model Requirements

- *Code for all the stored procedures/functions/Triggers*
- *Database backup & recovery procedures*
- *Data Archival processes*

Code for all the stored procedures/functions/Triggers

EGrAMS uses stored procedures to enhance performance, where appropriate. VENDOR has scripts for all database, tables, stored procedure creation and initial data / seed data loading.

VENDOR will provide the state with all the database creation, stored procedure, functions and initial / seed data load scripts.

Database backup & recovery procedures

EGrAMS uses MS SQL Server 2000 as the database and standard backup and recovery procedures apply with respect to the database.

In addition to data, EGrAMS also accepts attachments and generates PDF documents (grant application, contract and progress reports) that are stored on the server. The application administrator configures the folder in which all these documents are stored. As part of the standard backup plan, these folders should be included to ensure backup of miscellaneous data from the system.

Data Archival processes

VENDOR is in the process of developing a data archival module. The archival process is based on user defined archival criteria. Based on the archival criteria, the system downloads the relevant grant master and transaction data to flat files and deletes the files from the online database. The downloaded files may be backed up on appropriate media and stored. In the event that archived data is required for reporting, the downloaded filed may be uploaded back to the database.

VENDOR has a Document Management System that can compliment the archival and disaster recovery process. EGrAMS interfaces with the Document Management System to archive grant attachments and other related documents.

When a grants program is closed, eGRAMS extracts all the documents for the grant program and stores them in the original electronic format into the document management system repository. These archived documents can be searched and retrieved from the document repository using keywords that might be in the document full text, title, agency name, subject, applicant name or topic. The retrieved documents can be viewed and saved on the desktop and also printed from the desktop.
The documents archived for the grants program include the following:

- Grant Program Document and associated attachments
- Grant Application and associated attachments
- Grant Application Reviews
- Contracts
- Reports
- Project Management documents

The grant documents archived in the document management system can also be exported to external media such as CD/DVD and Tapes for disaster recovery and offline archival purpose.

Testing

a. *The vendor will provide a test plan for each use case scenario*
b. *The vendor willt lead all test sessions with end users for each deliverable.*
c. *The vendor will provide a test plan for end-to-end testing.*

All applications developed by VENDOR undergo several categories and levels of testing like, Unit, System, and Integration, Regression, ADA Compliance and Performance testing. Each of the tests has their own test plans and related test cases.

VENDOR will use the existing test plans for EGrAMS as the base and modify / refine if required for each use case scenario.

VENDOR will lead and assist stage agency end users testing of the EGrAMS systems.

VENDOR will provide a test plan for end-to-end testing phase. However, it is recommended that the respective grantor agencies create the Acceptance Test Plan to ensure that the functionality is working as per their expectations.

Provide current online user manual for grantors and grantees.

a. *Vendor will provide on-line user manuals for grantees. These manuals will be different for each grant included in the pilot implementation. SOM will make these manuals accessible to grantees from the appropriate site on www.michigan.gov.*
b. *Vendor will provide on-line user manuals for grantors. SOM will make these manuals accessible through the State's intranet environment.*

The current implementation of EGrAMS supports the online publishing of the User manual for grantees and will be the base user manual for each grantor agency. The grantee user manuals are intended to be generic to avoid creation of grantee user manuals at a program level and are specific on the functionality on Grantee functionality and Grant Application entry. However, after review if a grantor agency feels the need that grantee user manuals should be tailored at a grant level, the base grantee user manual may be modified to meet the needs of the respective grantor agency. VENDOR will provide the state with the Grantee User Manual in electronic format.

Vendor will provide the state with the Grantor User Manual in electronic format. The grantor user manual comprises of the Administrator Manual and the standard Grantor Manual. The Administrator manual describes the various administrative tasks, setup of master and lookup data. The standard grantor manual describes the various standard grantor tasks.

Requirements management manual that includes the following: *a. Requirements Gathering Template - This template will allow business users to document business rules and other requirements for the purposes of automation. It will also include a template for business users to document processes for the purpose of automation.* *b. Process maps for system management.*
Vendor will provide the State with a requirements gathering template for grantor agencies to define the various sections and associated business rules for a grant. This will be the prime document used by business analyst and grant designers to elicit requirements for each grant program to be configured in EGrAMS. The requirements gathered will form the basis for the grant application design and configuration process Vendor will provide the required system maps for the EGrAMS system

1.104.1.7. Task Summary for General Requirements

#	Tasks
1	E-Grants Technical Architectural Plan
2	System Training
3	Software deployment plan and procedures manual
4	Database Design document
5	Test plans for each use case scenario and end-to-end testing
6	Current on-line user manual for grantors and grantees
7	Requirements Management Manual

1.104.2 Security Requirements

The security requirements will allow the grantees and grantors to gain access to the system and establish appropriate roles and responsibilities.

Section 1.104.2.1	**Generic Functionality for Security Requirements**
Requirement	
The security requirements will allow the grantees and grantors to gain access to the system and establish appropriate roles and responsibilities. *The system will have the following functionality for the username and password generation:* ***System Access Requirements*** *Provide a high-level overview on the solution's approach and capabilities relative to security. Include how the solution handles authentication, authorization, administration and auditing of the E-Grants applications and related components. The high-level overview must address the following system access requirements:*	
Access to the EGrAMS application is through a valid user name and password. On successful authentication the user can access the various screens and functionality as applicable to their role.	
a. Ability for agency security administrators to provide access to application for specific users.	
EGrAMS supports a highly flexible; user configured 5 level security model. At the highest level, each user is assigned a role that primarily determines the possible access to the various screens and functionality within the EGrAMS application. The application administrator is responsible for configuring the access at a role level. User roles are not limited and the application administrator may create the desired roles as applicable for the organization. Each role can have multiple responsibility or permission codes and these are used to control user access at a grant application level. Once again responsibility or permission codes are not limited and the application administrator may create the desired responsibility or permission codes for a role as applicable for the organization. Listed below is a summary of the five levels of security access. 1. Role 2. Permission or Responsibility 3. Actions or Operations allowed	

Section 1.104.2.1	Generic Functionality for Security Requirements
Requirement	
4. Access to sections within a grant application (Read / Write) 5. Stage within the grant life cycle	
b. Ability for agency grant program areas to request user name/password.	
In EGrAMS potential system users create and manage their own profile. Once they enter their user profile information, the system creates the user with an 'Inactive' status.	
c. Ability for agency application administrators to approve requests.	
Based on their role, an application administrator will need to review the profile of users requesting to be activated and activate or decline activation of the user. The administrator action triggers an email notification to the user to communicate the user approval status. A user has to have an 'Active' status to login to the EGrAMS system.	
d. Permit users to modify/delete records that they own.	
In EGrAMS, for security reasons, only system administrators are allowed to delete a user profile. Grantee Agency level project managers may inactivate users on a grant program.	
e. Ability for the user to create username.	
In EGrAMS, potential system users create and manage their own username using the 'Create EGrAMS Login' option.	
f. Ability for the user to create and manage their own profile.	
In EGrAMS potential system users create and manage their own profile. Once they enter their user profile information, the system creates the user with an 'Inactive' status. Based on their role, an administrator will need to review the profile and activate or decline activation of the user. The administrator action triggers an email notification to the user to communicate the user approval status. A user has to have an 'Active' status to login to the EGrAMS system.	
g. Ability to have different levels of security. (For example - in Grant Program A – they may be a Project Manager and in Grant Program B – they may need to have read only access).	
Each grant application may comprise of one or more sections. The fourth level of security is section level access. Within the section level, access can be further configured to be 'Read' or 'Write' access. Thus a user may be a grantee project manager on grant program A and be a grant writer on grant program B with 'Read' access to the Face sheet section, 'Write' access to the Narrative section and 'No Access' to the Budget section. Each grant application goes through a series of steps from 'Entry' through 'Closeout' and those steps are determined by the workflow configuration. The fifth level of security is at the workflow stage level. This level of security restricts the user accessing a particular functionality based on the stage the respective a grant application is in.	
h. User profile will at a minimum consist of the following information: *1. Name* *2. Username for entering system* *3. Email address* *4. Phone number* *5. Mailing address* *6. Working title* *7. Grant program name (s) to which this user has access* *8. Information required for "forgot password" – such as mother's maiden name.*	
The user profile consists of the following information 1. Name (First name, Last Name) 2. User Name 3. Display name (generated by the system as initial of first name and last name; can be changed by the user. The display name is used by EGrAMS to greet the user in the welcome screen) 4. Mailing Address 5. Email address 6. Phone Number	

Section 1.104.2.1	Generic Functionality for Security Requirements

Requirement

7. Fax Number (optional)
8. Role
9. Parent Agency OR County if applicable
10. Two security questions and answers

Security questions are configured by the system administrator and the user may select the security questions from the configured set of questions.

In addition the system also maintains additional fields like password reset required, last password reset date, menu style, user status, create and last update date.

Listed below in *Fig 1.104.2.1(1)* is an example of the EGrAMS login screen.

Fig 1.104.2.1(1)

Section 1.104.2.1	Generic Functionality for Security Requirements

Requirement

Unauthorized Access Prevention

a. *Provide tools that protect against unauthorized access to central E-Grants components. This includes physical access, computer resource access, data access and/or modification, etc.*

Access to the EGrAMS application is through a valid user name and password. On successful authentication the user can access the various screens and functionality as applicable to their role as describe in the above section.

A user may access a page through the menu links or by typing in a URL. In every case, the system ensures that the user is a valid logged on uses and has access permission to the respective page.

Unauthorized Access Prevention

b. *Provide measures that protect against unauthorized access to the State's network or to the Vendor's network (in the event of an outsourced or hybrid hosting solution).*

Information security involves maintaining safeguards to ensure the confidentiality, integrity and availability of information by an organization, and the systems that store, transmit and process the information. VENDOR has

Section 1.104.2.1	Generic Functionality for Security Requirements
Requirement	

well defined security policies and VENDOR hosting facilities support a highly secure environment.

Physical Access - VENDOR has controlled access to facility, data center and server enclosure racks based on access cards. Access to an employee is granted based on a formal authorization mechanism to control access based on development center, time etc. Access is logged and reviewed by the security administration. Monthly reports are generated for department heads and audited on a quarterly basis.

System Access - VENDOR has multi layer logical controls to protect sensitive data. The network and data access to system restricted by user name & password that created & reviewed by system administrator after receiving a formal authorization from departmental heads.

VENDOR has standardized on Symantec Norton anti virus corporate for its anti virus needs. This product is implemented on multiple layers like gateways, email servers, user workstations, data storage servers, etc. Real time scanning is implemented across all servers and workstations and the processes and procedures ('auto-update') ensure regular updates of anti-virus signatures.

Proprietary Information Access - VENDOR has a strict policy that no client information can be carried out of the hosting facility. All hard copies are disposed using shredding machines. Workstations are disabled for floppy USB ports, emails are filtered for specific words, etc.

Intrusion Detection and Firewall - VENDOR uses industry standard intrusion detection tools in its hosting facility to ensure that unauthorized access attempts are detected and logged. Periodic reviews of these logs are used to strengthen and update firewall policies. Intrusions are classified and high priority intrusions raise alerts via several mechanisms including emails, pagers/cell phones etc. VENDOR uses industry standard firewalls and establishes DMZs to protect the web servers and database servers.

Unauthorized Access Prevention

c. *Provide the ability to monitor system logs, event logs, database logs, etc.*

Review and Audits - Vendor uses industry standard monitoring tools to monitor servers, applications and logs and based on pre-defined criteria will be able to alert the administrators of issues with any of them. This also helps consolidate logs for purposes of audits and review by internal and external parties.

Unauthorized Access Prevention

d. *Provide a solution for verifying user identity and non-repudiation between sender and recipient of information. Include a description of the solutions use of certificates of authority, public keys and Secure Socket Layer (SSL) 128-bit encryption.*

Vendor uses SSL (128 bit) to secure EGrAMS application at the web server. For all other communications requiring secure channels, VENDOR uses Public Key Infrastructure (PKI) based mechanisms including digital certificates for encryption and signing of messages. VENDOR will use third-party Certificate Authorities (such as Verisign) to obtain the digital certificates. Where appropriate VENDOR will use the right PKI technologies such as SHA1 for hashing (instead of MD5), and Triple DES/AES for encryption.

Section 1.104.2.1	Generic Functionality for Security Requirements
Requirement	

Password Generation Requirements for New Users

a. *System will generate temporary passwords that are at least 7 characters and have a combination of alpha/numeric characters. System will encrypt passwords.*

Access to the EGrAMS application - is through a valid user name and password. EGrAMS implements an organizational security policy as follows.

Section 1.104.2.1	Generic Functionality for Security Requirements

Requirement

In EGrAMS potential system users create and manage their own profile i.e. Each user creates their own user name and password. User names and passwords are validated against the respective validation criteria (minimum / maximum length, data type, etc) as configured at the organizational level.

Listed below in Fig 1.104.2.1(2) is an example of the user name and password rules.

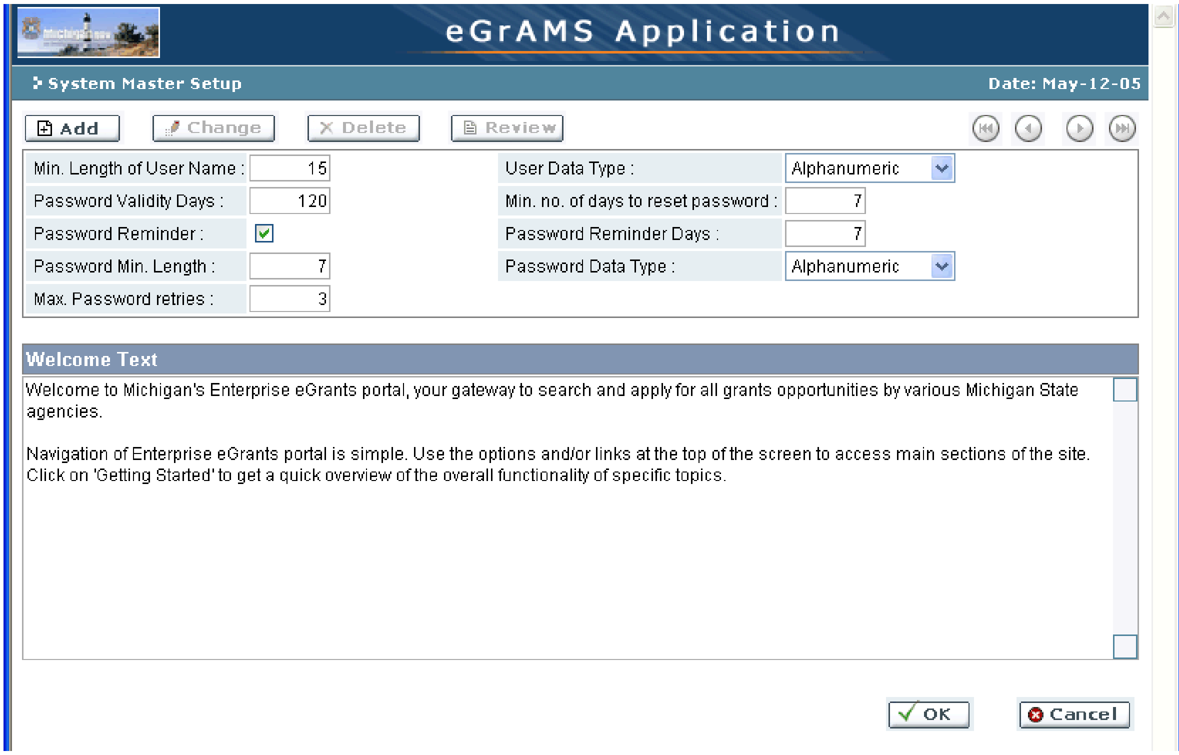


Fig 1.104.2.1(2)

At the organizational level, EGrAMS supports configuration of the following parameters.

1. Inactivate user after 'x' number of unsuccessful login attempts
2. Password reset every 'x' number of days
3. Password expiry reminder 'x' days prior to expiry of password
4. Minimum number of days before a password can be reset
5. User name rules (minimum / maximum length, data type)
6. Password rules (minimum / maximum length, data type, reset rules)
7. Log user information in audit tables (user name, IP address, login date & time, logout date & time)

Passwords are encrypted and stored in the database.

In addition, the text on the Enterprise eGrants Ports can be set up using this screen.

Password Generation Requirements for New Users

b. Passwords will be sent via email.

User profiles may be created by individual users or in bulk mode by uploading a CSV file with the user profile information. In cases where user profiles are created in bulk mode, the system generates the user password and the password is emailed to the respective user.

Password Generation Requirements for New Users

c. User will be forced to change password upon logging in for the first time.

In cases where user profiles are created in bulk mode, the system generates the user password and sets the password reset flag to 'Yes' in the user profile. This flag forces the user to reset the password on logging on to the

Section 1.104.2.1	Generic Functionality for Security Requirements
Requirement	
EGrAMS system.	
Password Generation Requirements for New Users *d. Passwords will expire after 120 days and users will be required to change passwords at this time.*	
Password validity days and password expiry reminder days are configured as parameters at the organizational level. Each time a user logs into the EGrAMS, the system checks for the last date the password was changed by the respective user. If the password has not expired and the days are within the range of a password reset reminder, the system will display a warning indicating the number of days left for the password to expire with a feature to reset the password on request. If the password has expired based on the system date and last date the password was changed, the system will display the password expired dialog and force the user to change their password before proceeding.	
Password Generation Requirements for New Users *e. System will have a "forgot password" feature. Users will be emailed their new encrypted password.*	
EGrAMS supports the 'Reset Password' and 'Forgot Password' options. The 'Reset Password' can be used if the user knows his old password. The reset password validates against the organizational policy against the minimum number of days before a password can be reset. The 'Forgot Password' option prompts the user with the relevant security questions. On validating that the answers to the security questions are correct, the user can create their new password.	

Section 1.104.2.1	Generic Functionality for Security Requirements
Requirement	
New Grant Access for Existing Grantees *a. All users on the system will only have one user profile regardless of the agency from which they are applying for the grant.*	
EGrAMS uses a single sign on. i.e. a user can access all State of MI grants using a single user name and password. When a potential user creates their profile, they define the various State agencies that they are likely to work with or would like access to. Based on the State agencies selected, the system generates a User – State Agency cross reference. A user may add additional State agencies at a later date as well, if required. On successful login, the system automatically displays the various State Agency links based the on User – State Agency X-Reference.	
New Grant Access for Existing Grantees *b. Grantees need the ability to request additional access to other grant programs using same user name/password.*	
A State agency may offer one or more grants in a fiscal year. EGrAMS requires a formal request (Request) from at least one person from the grantee agency who will act as a local administrator within that grantee agency. The request identifies the user, the grantee agency and the grant program. In addition if the grant program has been configured to submit a Project Summary, the required information has to be submitted with the request. The request is forwarded to the respective State Agency Grant for review and approval. The State Agency Grant action triggers an email notification to communicate the approval status. Once approved, the can act as a local administrator (assign users, section level access, etc) within the grantee agency for the specific grant.	
New Grant Access for Existing Grantees *c. Grantees must have the ability to receive different levels of access – based on the program category using the existing user name/password (For example – in Grant Program A – they may be a Project Manager and in*	

Section 1.104.2.1	Generic Functionality for Security Requirements
Requirement	
Grant Program B – they may need to have read only access).	
In EGrAMS each user is assigned a role that primarily determines the possible access to the various screens and functionality within the EGrAMS application. Each role can have multiple responsibility or permission codes and these are used to control user access at a grant application level. Each grant application may comprise of one or more sections. One of the security level is section level access. Within the section, access can be further configured to be 'Read' or 'Write' access. Thus a user may be a project manager on grant program A and be a grant writer on grant program B with 'Read' access to the Face sheet section, 'Write' access to the Narrative section and 'No Access' to the Budget section.	

Section 1.104.2.2	Security Requirements for Management of Grant Information Database (Phase I)
Requirement	
Ability to modify/delete database records. ***Each grant information record will have an associated owner or owners (authorized people who may change the record). These people are identified as Grant Program Specialists in the security requirements.*** *The functionality must include the following:* *a. Ability to provide access to Grant Program Specialists who own a particular grant or a particular set of grants. Users must be given the ability to modify ONLY the specific grant(s) information that they are responsible to maintain. Grant Program Specialists will have the ability to delegate responsibility for data entry to other specialists within their offices.*	
User roles are not limited and the application administrator may create the desired roles as applicable for the organization. The application administrator is responsible for configuring the access at a role level. EGrAMS supports a user interface to define and configure the access to the various screens. Each grant program can have one or more grant specialists. Only grantor users that are assigned to a grant program as a grant specialist have the ability to modify and delete grant information related to the respective grant program.	
b. Grant Program Specialists must have the ability to request a username/password to update various grant programs.	
Grant specialists maintain their own user profile as described in 'Password Generation for New Users'.	
c. Agency Security Administrators (see security requirements, 1.104.2, for description of role) will approve these requests and the system must automatically email these employees with a username/password.	
d. Vendor will provide the ability for Agency Security Administrators and Grant Program Specialists to add or delete items from the drop down boxes required for the database.	
Access to various setup screens for lookup and drop down boxes is configured by the application administrator or the roles that have been configured to access that functionality. Any user role that has been configured to have access to the functionality can add or delete items from the dropdown boxes required for the database.	

Section 1.104.2.3	Specific Functionality for Establishing Grantee Office Roles (Phase 2)
Requirement	
The vendor must provide all the necessary functionality for the Grantee – Grant Office to establish roles and obtain necessary passwords. The vendor will have the system configured to perform all the tasks included in Figure 3	
EGrAMS requires every grantee user to be associated with the appropriate grantee agency. Hence from a grantee	

Section 1.104.2.3	Specific Functionality for Establishing Grantee Office Roles (Phase 2)
Requirement	
perspective, if their agency profile is not registered in EGrAMS, the system will restrict them from creating their user profile. Each user creates and maintains their own user profile.	
The Grantee – Central office should be able to request a password and receive one by email.	
Once a user profile has been created, the user is created with an Inactive status. The user profile is reviewed by the grantor administrator and the user is approved or denied for the respective role. Once approved, the user from the Grantee central office has access to the EGrAMS system and can perform the various functions they have access to in the system.	
The Project Manager of a grant will have the ability to pick from or add to the already existing list of authorized officials required for financial and program level approval of potential grants with the State of Michigan.	
EGrAMS supports a user defined work flow for each grant category. The workflow identifies any intermediate reviews and approval requirements and the corresponding agency class (e.g. Local Council, Multi-Purpose Collaborative Boards, Grantors, etc). Based on the identified agency class, the system will display appropriate users from the respective agency class to enable the assignment.	
The grantee project manager will also have the ability to grant access to other individuals within their agency. They can provide read only access or access to particular areas of the grant application for read/write ability. They need the ability to delete users from their organization. They should have the ability to add access to specific grant programs for these individuals.	
A State agency may offer one or more grants in a fiscal year. EGrAMS requires a formal request (Grantee Project Manager Request) from at least one person from the grantee agency who will act as a local administrator within that grantee agency. The request identifies the user, the grantee agency and the grant program. In addition if the grant program has been configured to submit a Project Summary or Letter of Intent, the required information has to be submitted with the request. The request is forwarded to the respective State Agency Grantor Program Manager for review and approval. The State Agency Grantor Program Manager action triggers an email notification to the Grantee Project Manager to communicate the approval status. Once approved, the Grantee Project Manager can act as a local administrator (assign users, section level access, etc) within the grantee agency for the specific grant.	
The grantee office/authorized official will have the ability to view all users in their organization and modify their profile as needed or delete users as needed.	
The grantee office has the ability to view all users from their agency User profiles are maintained by individual users in the EGrAMS system. A grantee project manager may inactivate the status of users from their agency. However, a physical delete of user profile information can be performed by a grantor administrator role only.	

Section 1.104.2.4	Specific Functionality for State of Michigan Grantor Office Roles (Phase 2)
Requirement	
DIT System Administrator, Database and System Security Administrator *The vendor will provide the ability for the State to assign the System Administrator, Database and System Security Administrator. The System Security Administrator will create initial accounts for Agency Site Administrators and the Agency Security Administrators. At this level they will have the ability to view and print all the users (internal and external) within the system. These individuals **do not** need the ability to view and modify information provided by the customers for the grants.*	
In EGrAMS user roles are not limited to the roles listed in section 1.104.2.4 and the application administrator may	

Section 1.104.2.4	Specific Functionality for State of Michigan Grantor Office Roles (Phase 2)

Requirement

create the desired roles as applicable for the organization. The application administrator is responsible for configuring the access at a role level. EGrAMS supports a user interface to define and configure the access to the various screens. The vendor will, however, at a minimum ensure that the roles defined in flowchart Figure 4 will be available to SOM.

Listed below in *Fig 1.104.2.4 (1.1)* is an example of the access configuration for the DIT System Administrator role.

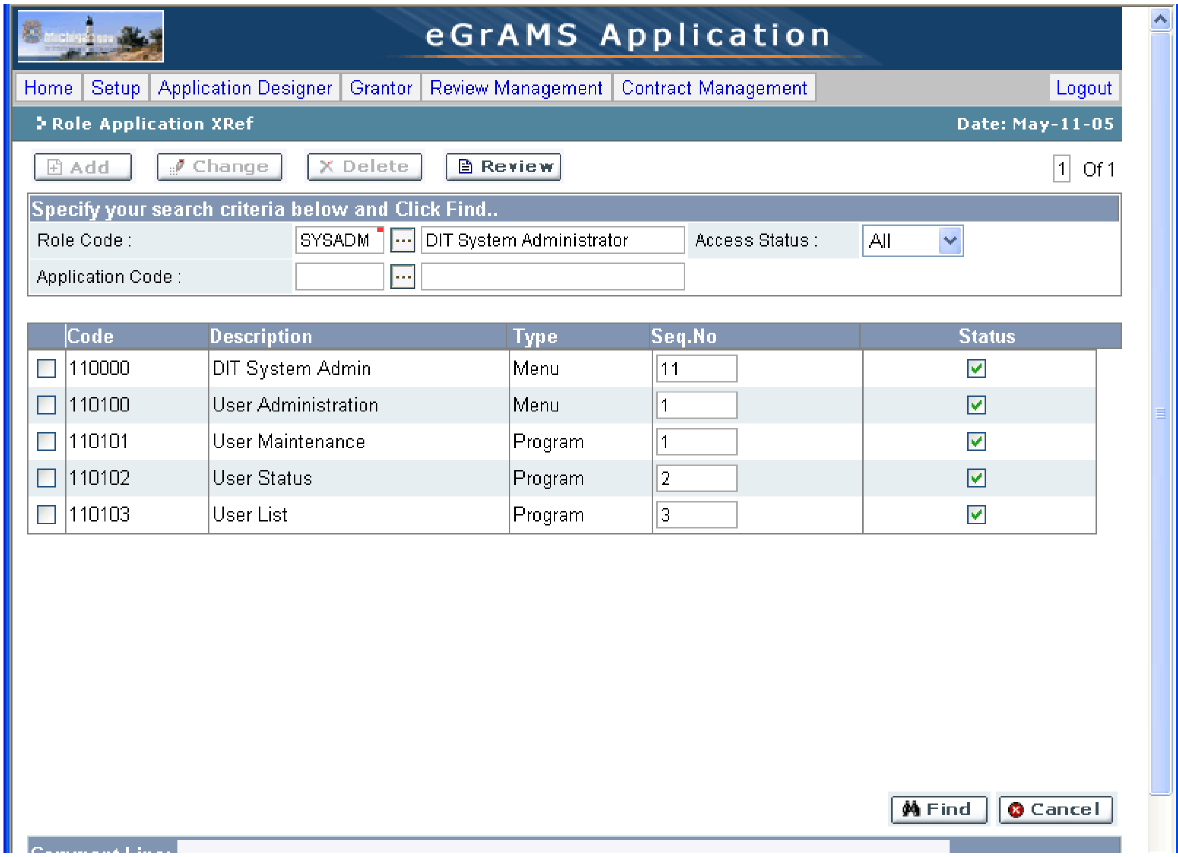


Fig 1.104.2.4 (1.1)

Based on the access permission configured in *Fig 1.104.2.4 (1.1)*, listed below in *Fig 1.104.2.4 (1.2)* are the menu options available for users with the DIT System Administrator role.

Section 1.104.2.4	Specific Functionality for State of Michigan Grantor Office Roles (Phase 2)

Requirement

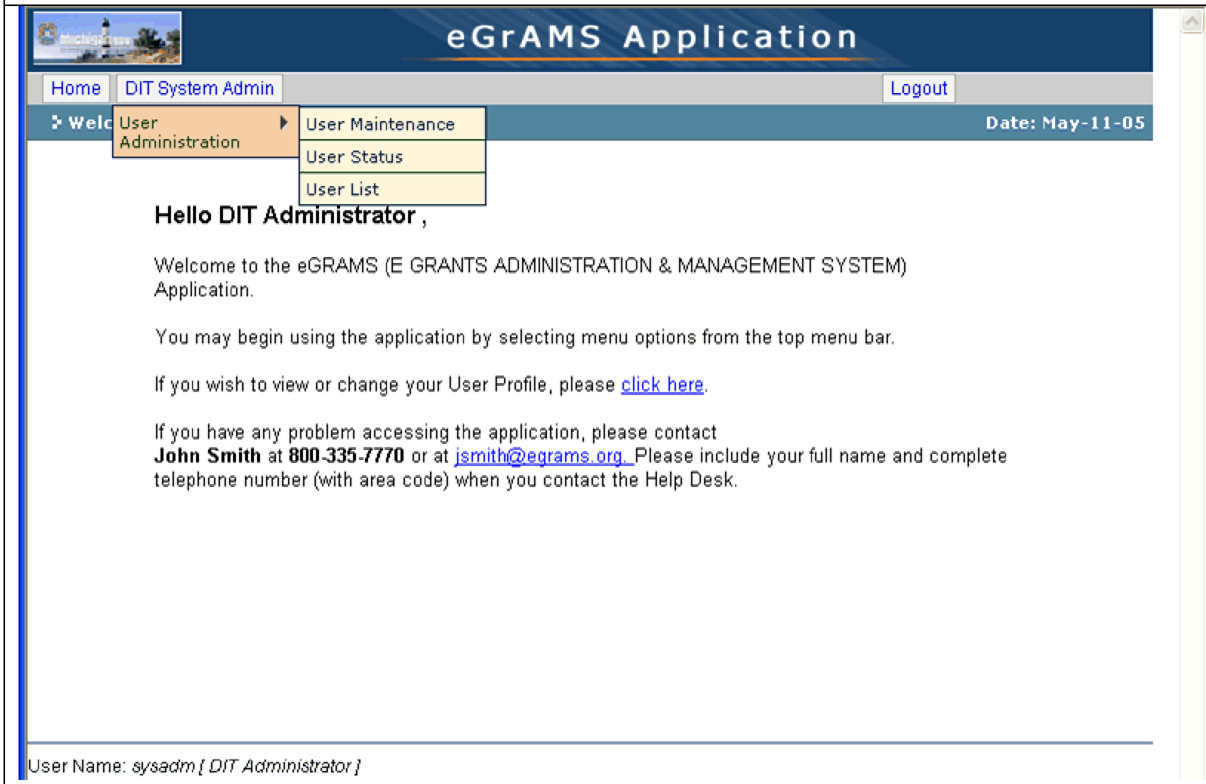


Fig 1.104.2.4 (1.2)

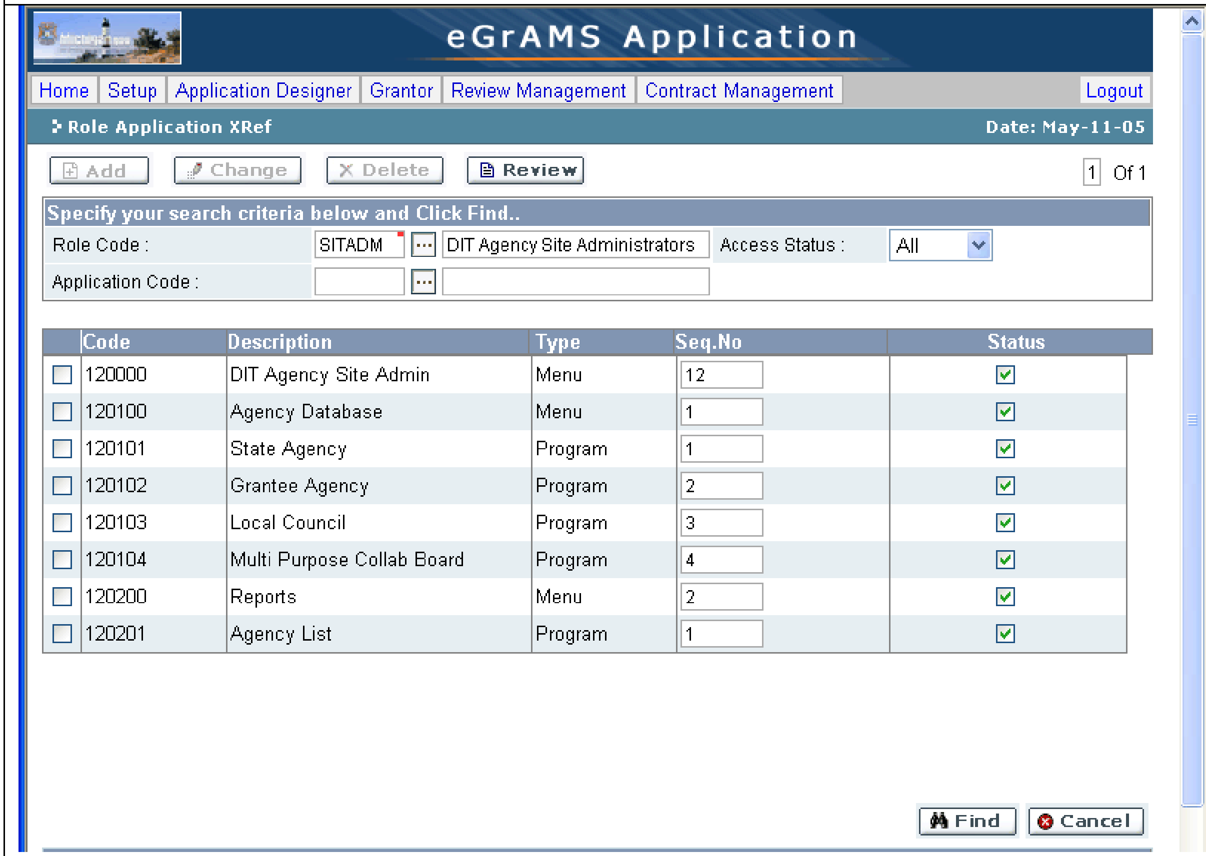
DIT Agency Site Administrators

These individuals will receive passwords from the system. They will be required to change their passwords upon entry for the first time. They will have access to the agency database and will provide technical support.

Listed below in *Fig 1.104.2.4 (2.1)* is an example of the access configuration for the DIT Agency Site Administrator role.

Section 1.104.2.4	Specific Functionality for State of Michigan Grantor Office Roles (Phase 2)

Requirement



	Code	Description	Type	Seq.No	Status
☐	120000	DIT Agency Site Admin	Menu	12	☑
☐	120100	Agency Database	Menu	1	☑
☐	120101	State Agency	Program	1	☑
☐	120102	Grantee Agency	Program	2	☑
☐	120103	Local Council	Program	3	☑
☐	120104	Multi Purpose Collab Board	Program	4	☑
☐	120200	Reports	Menu	2	☑
☐	120201	Agency List	Program	1	☑

Fig 1.104.2.4 (2.1)

Based on the access permission configured in , *Fig 1.104.2.4 (2.1),* listed below in *Fig 1.104.2.4 (2.2)* are the menu options available for users with the DIT Agency Site Administrator role.

Section 1.104.2.4	Specific Functionality for State of Michigan Grantor Office Roles (Phase 2)

Requirement

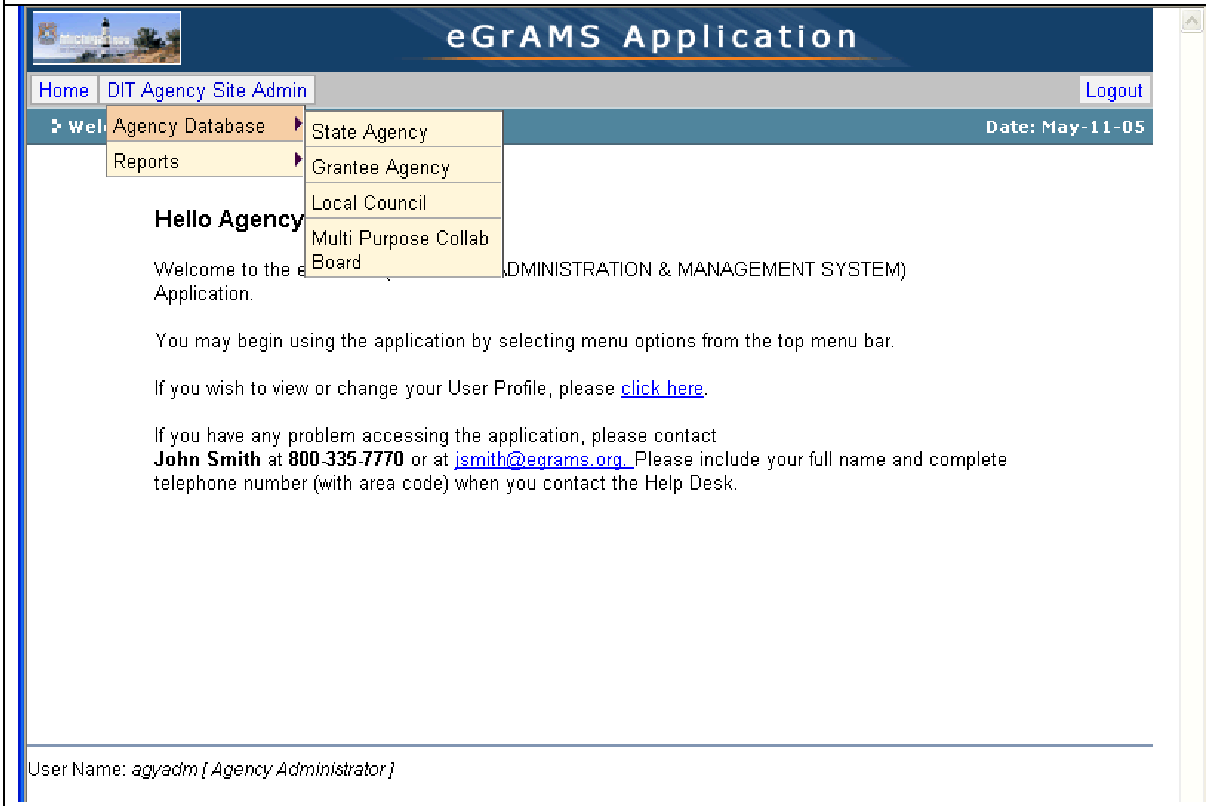


Fig 1.104.2.4 (2.2)

Agency Security Administrators

These individuals will have the ability to create and delete accounts for all the agency staff. They will have the ability to view, add, change all users required for management of agency grants. They will be able to view external users for the agency grants.

Access to required Agency Security Administrators screens and functionality for Agency Security Administrators can be configured using the Role Application X-Ref Setup screen *(Fig 1.104.2.4(1.1))*

Agency Grant Designers

These individuals will receive passwords from the system. They will be required to change their passwords upon entry for the first time. They will be trained to create and manage templates for the agency grant programs.

Access to required screens and functionality for Agency Grant Designers can be configured using the Role Application X-Ref Setup screen *Fig 1.104.2.4(1.1)*

Agency Grant Specialists

These individuals will receive passwords from the system. They will be required to change their passwords upon entry for the first time. They will have the ability to create and delete accounts for other agency staff within their grant program. This includes s. They will also need the ability to approve s (who already have accounts on the system) to get access to apply for grants within their purview.

Access to required Agency Grant Specialist screens and functionality for Agency Grant Specialist can be configured using the Role Application X-Ref Setup screen *Fig 1.104.2.4(1.1)*

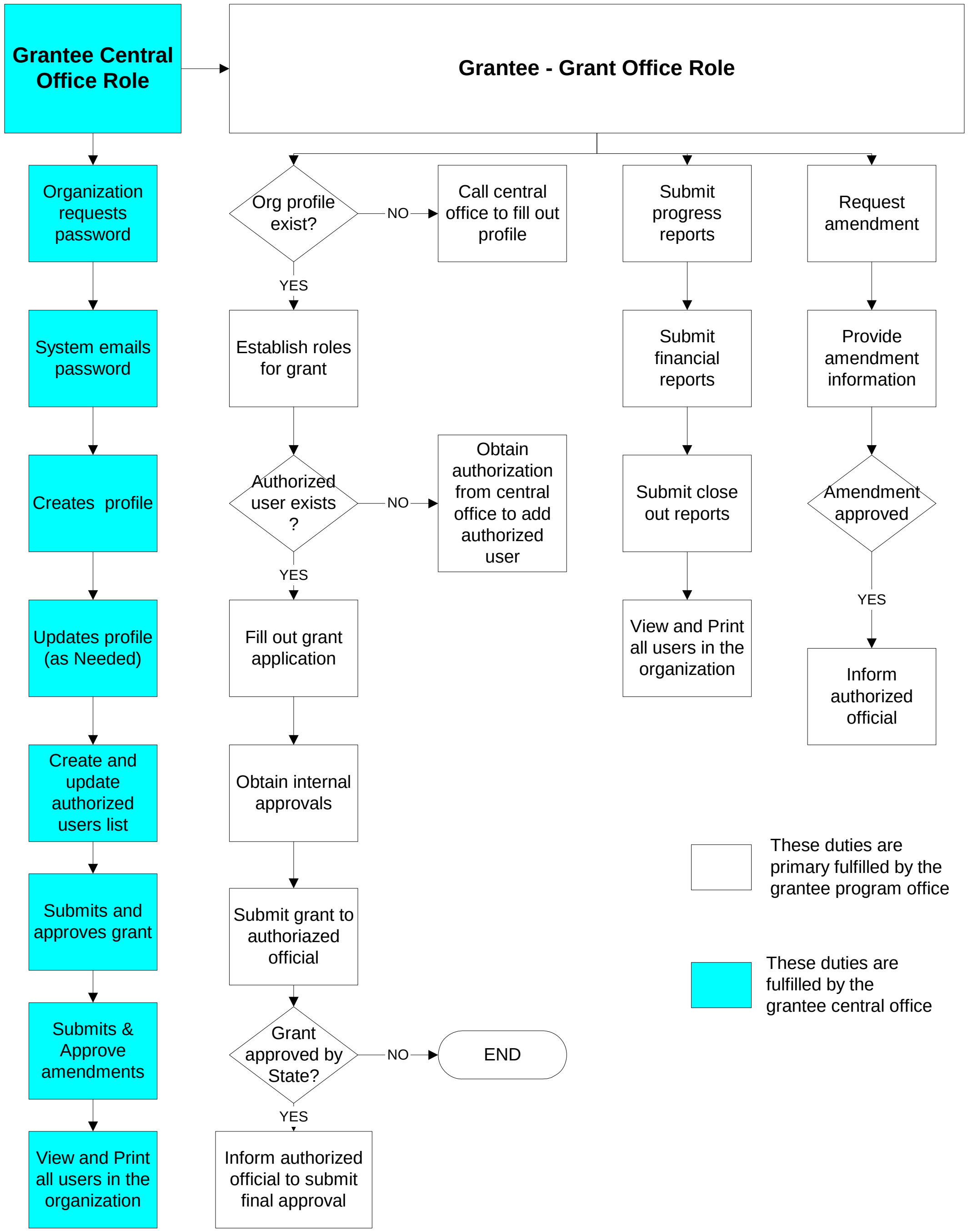
Agency Financial Administrators

These individuals will receive passwords from the system. They will be required to change their passwords upon entry for the first time. They will have the ability to create and delete accounts for other agency financial and

Section 1.104.2.4	Specific Functionality for State of Michigan Grantor Office Roles (Phase 2)
Requirement	
budget staff.	
Access to required Agency Financial Administrator screens and functionality for Agency Financial Administrators can be configured using the Role Application X-Ref Setup screen *Fig 1.104.2.4(1.1)*	

Grantee office roles definitions are provided in the following two diagrams.

Figure 3



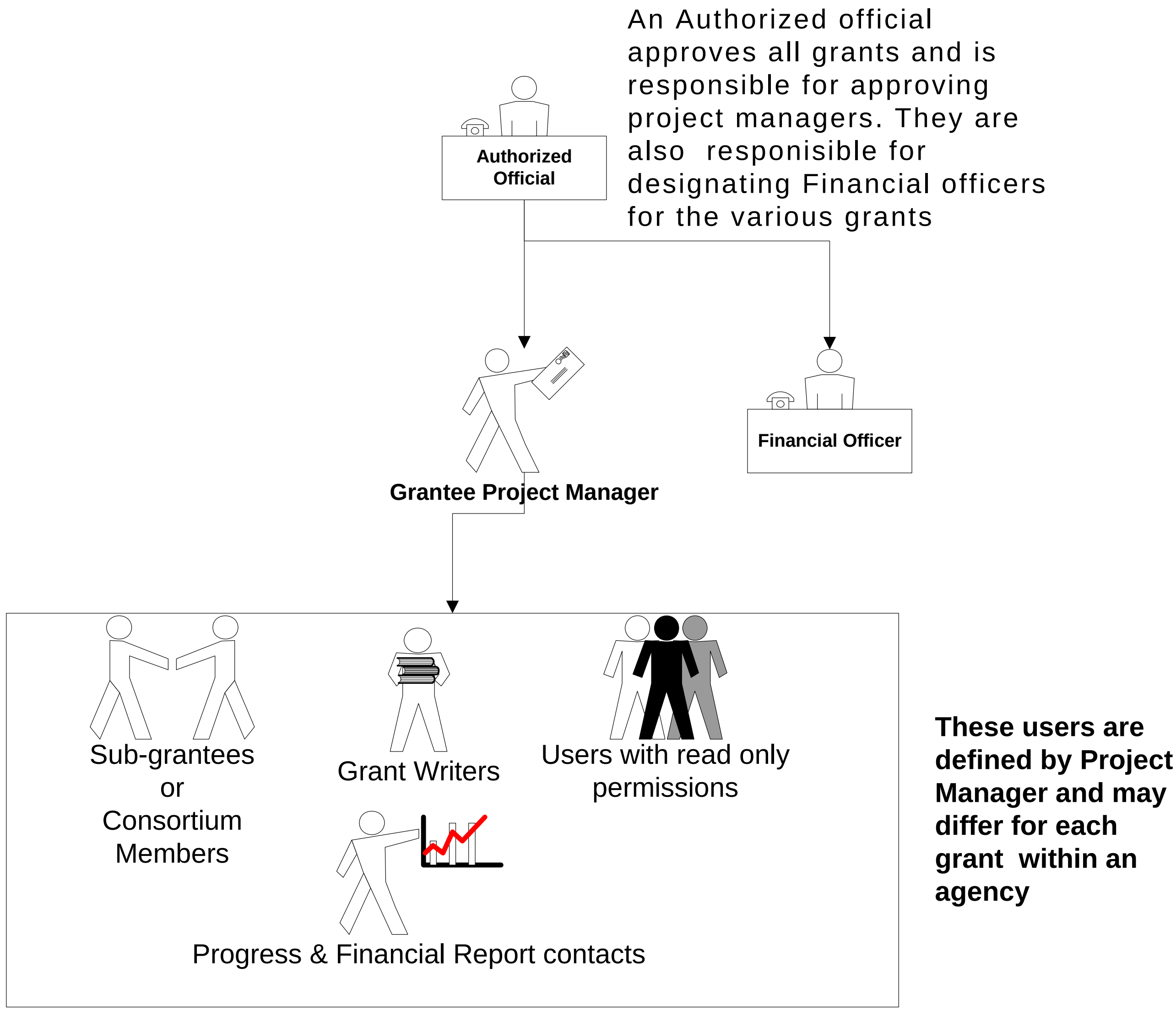
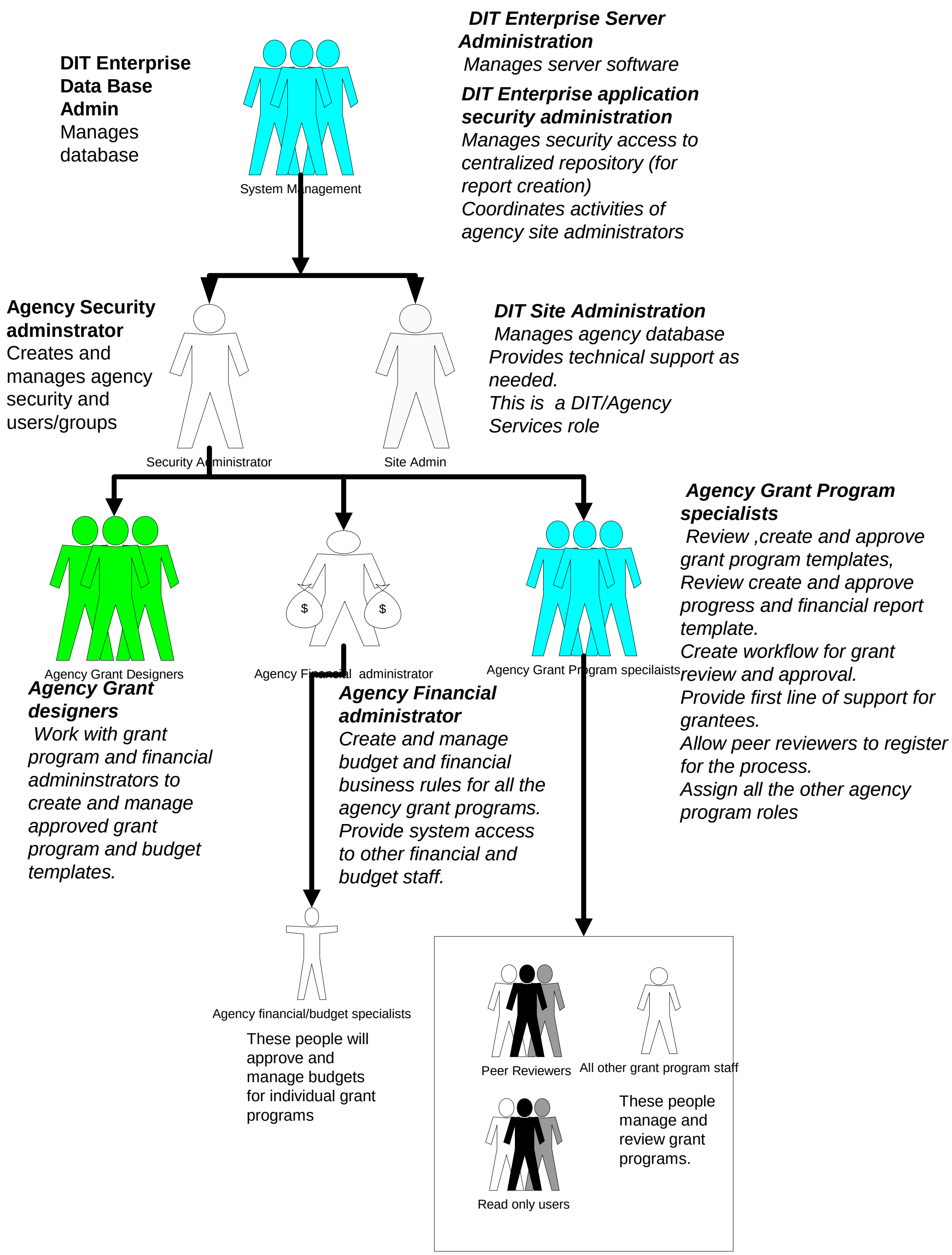

An Authorized official approves all grants and is responsible for approving project managers. They are also responisible for designating Financial officers for the various grants
Authorized Official
Grantee Project Manager
Financial Officer
Sub-grantees or Consortium Members
Grant Writers
Users with read only permissions
Progress & Financial Report contacts
These users are defined by Project Manager and may differ for each grant within an agency

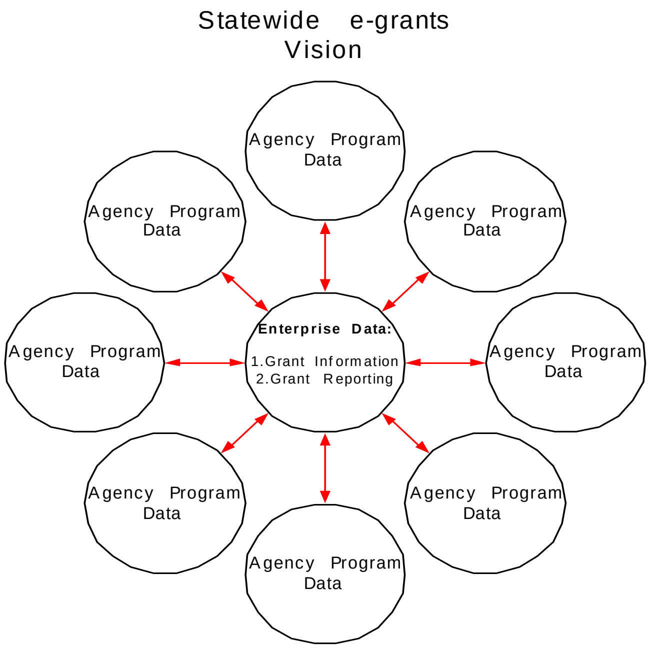
Figure 4


DIT Enterprise Data Base Admin
Manages database
System Management
DIT Enterprise Server Administration
Manages server software
DIT Enterprise application security administration
Manages security access to centralized repository (for report creation)
Coordinates activities of agency site administrators
Agency Security adminstrator
Creates and manages agency security and users/groups
Security Administrator
Site Admin
DIT Site Administration
Manages agency database
Provides technical support as needed.
This is a DIT/Agency Services role
Agency Grant Program specialists
Review ,create and approve grant program templates,
Review create and approve progress and financial report template.
Create workflow for grant review and approval.
Provide first line of support for grantees.
Allow peer reviewers to register for the process.
Assign all the other agency program roles
Agency Grant Designers
$
$
Agency Financial administrator
Agency Grant Program specilaists
Agency Grant designers
Work with grant program and financial admininstrators to create and manage approved grant program and budget templates.
Agency Financial administrator
Create and manage budget and financial business rules for all the agency grant programs.
Provide system access to other financial and budget staff.
Agency financial/budget specialists
These people will approve and manage budgets for individual grant programs
Peer Reviewers
All other grant program staff
These people manage and review grant programs.
Read only users

1.104.2.5 Task Summary for Security Requirements

	Tasks
1	Detailed system requirements document
2	Test plan for grantors and grantees (which includes testing scripts)
3	Grantor roles implementation – (include all data entry screens)
4	Grantee Roles implementation – (include all data entry screens
5	On-line help screens for grantors and grantees
6	Written help manual for grantors and grantees

Figure 5



1.104.3 Enterprise Data Collection and Reporting Module (On-Line)

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)
Requirement	
Build a Grant Information Database (1.104.3.1) that will allow external customers the ability to search and find grants for which they are eligible to apply.	
Refer to response in section 1.104.3.1	
Build an enterprise repository required for Executive Information Grant Reporting (1.104.3.2.2) that will provide the means to create and maintain ad-hoc reporting for all grants in the state. An ad-hoc reporting tool must provide the following features: *a. Provide the users the ability to see a list of the fields that are available* *b. Ability to choose fields needed for the report* *c. Ability to enter a report name and save report* *d. Ability to modify saved report formats* *e. Ability to provide a header for the report. The header could have a report name and date associated with it* *f. Ability to download report to Excel and to print the report*	
Generic Reporting Tool (GRT) EGrAMS supports a Generic Reporting Tool (GRT) that enables end users to create, save and run their reports. The output of the report may be generated as a PDF file or downloaded to Excel or a fixed text file based on user-selected option at run time. The ad-hoc reporting tool comprises of two major functionalities – Report Category Configuration and Report Designer.**Report Category Configuration** – allows an administrator to create report categories. Any report that needs to be created by an end user may require data from multiple tables, definition of relationship between tables, expressions, external functions, decoding of status fields, etc. This may require some knowledge of the EGrAMS data model. The Report Category Configuration allows the application administrator to create various report categories with all the possible tables, relationships, fields, etc. Report Category Configuration also allows the administrator to change the selected field name to more user-friendly names rather than using the database field names.	

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

Listed below in *Fig 1.104.3 (1.1)* is an example of the Report Category Configuration screen.

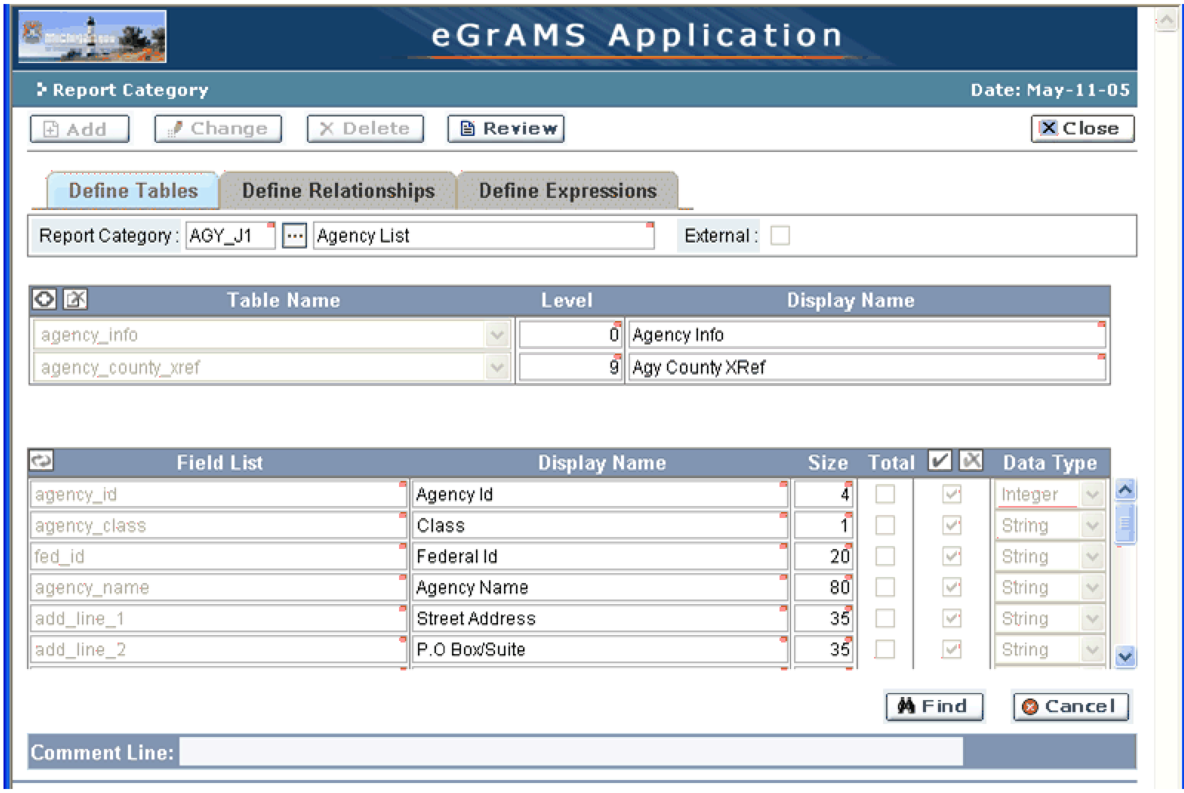


Fig 1.104.3 (1.1)

Report Designer – allows an end user to create ad-hoc reports for the requested report category. On selection of a report category, the system displays the available fields in the fields' pane. The user can drag and drop the required fields to the layout pane. The user may also define any editing attributes that may be required for the respective field. (e.g. field title, justify, format, underline, trim, etc). The user can define the title of the report, page orientation (portrait, landscape), date, page number, report footer information, font name (Arial, Courier, Times New Roman, etc) and font size. In addition, the user can define filter and sort conditions. Prior to saving the report, the user may preview the report and refine the report layout if required. The user can also re-arrange the field sequences by dragging the fields in the layout pane. On completion of the report design, a user can save the report for future.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

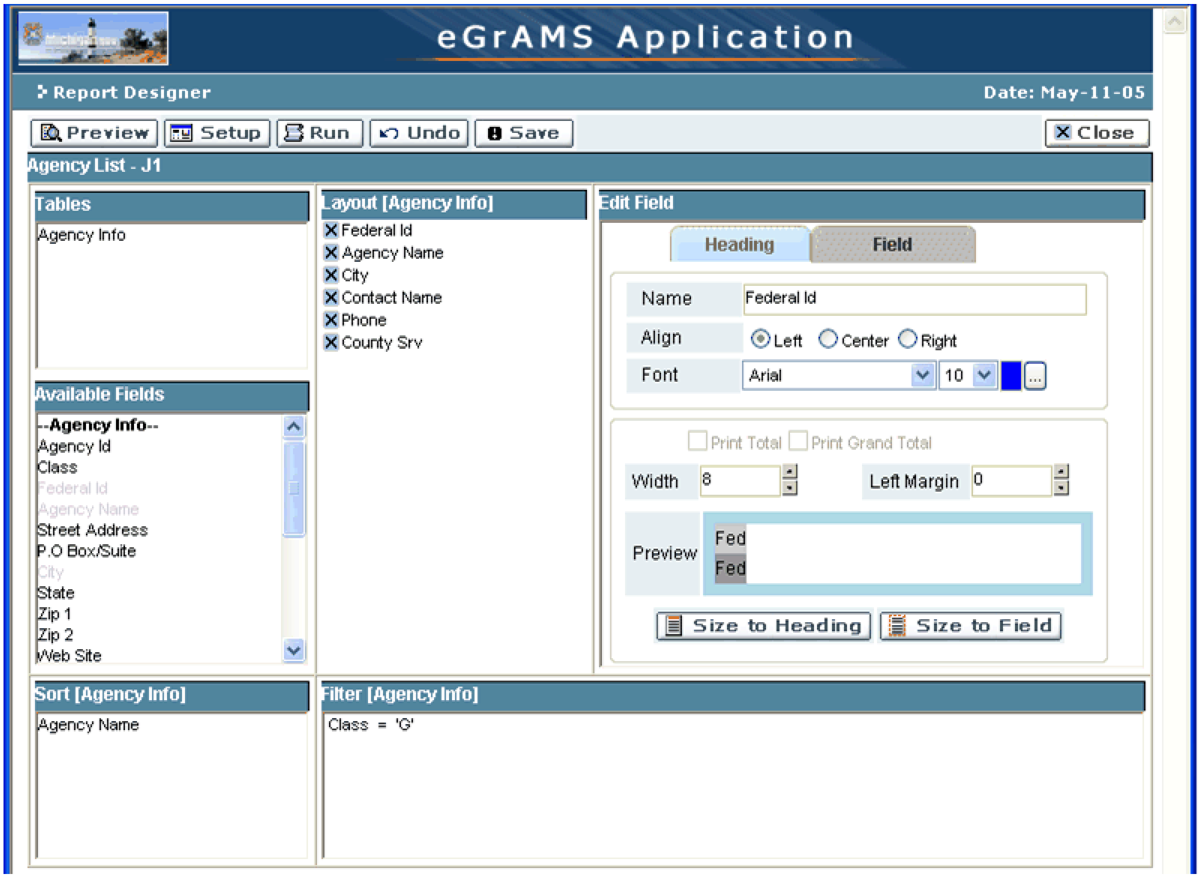


Fig 1.104.3 (1.2)

Fig 1.104.3(1.2) displays the available table for the respective report category together with the available fields in the 'Available Fields' pane. The fields in grey color denote fields that have been selected for the report in the layout pane. The report also supports sorting and filter conditions.

To run or execute the report, a user selects the saved report. The saved report may be edited and saved as the same repot or saved as a new report. The output of the report may be generated as a PDF file or downloaded to Excel or a fixed text file based on user-selected option at run time.

Listed below are the various settings supported in the Header and Footer sections of the report configuration.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

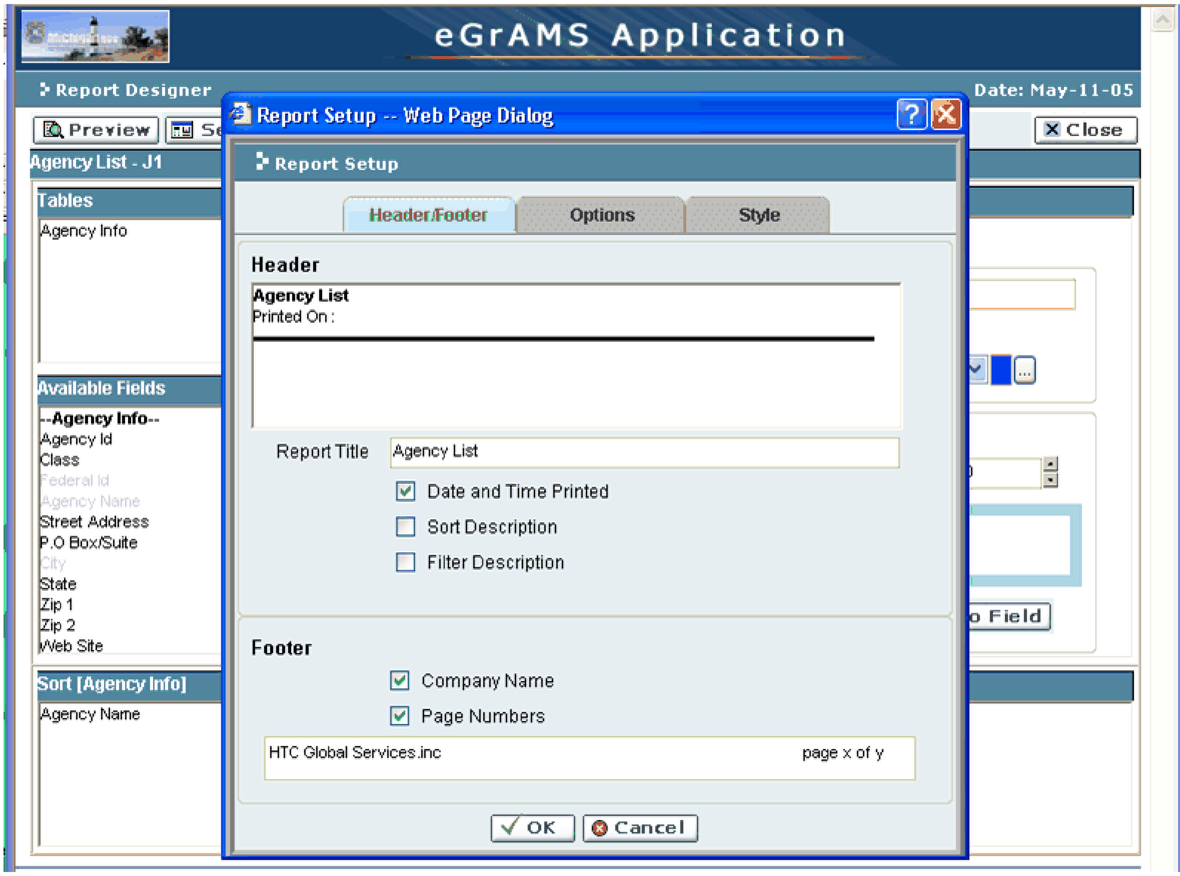


Fig 1.104.3 (1.3)

Listed below in *Fig 1.104.3(1.4)* are the additional options supported at a report level in the report configuration. These options may be changed at run time, if required. The options set are line spacing, print totals, print report to a file, underline, header and detail line font and font sizes, page orientation, etc.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

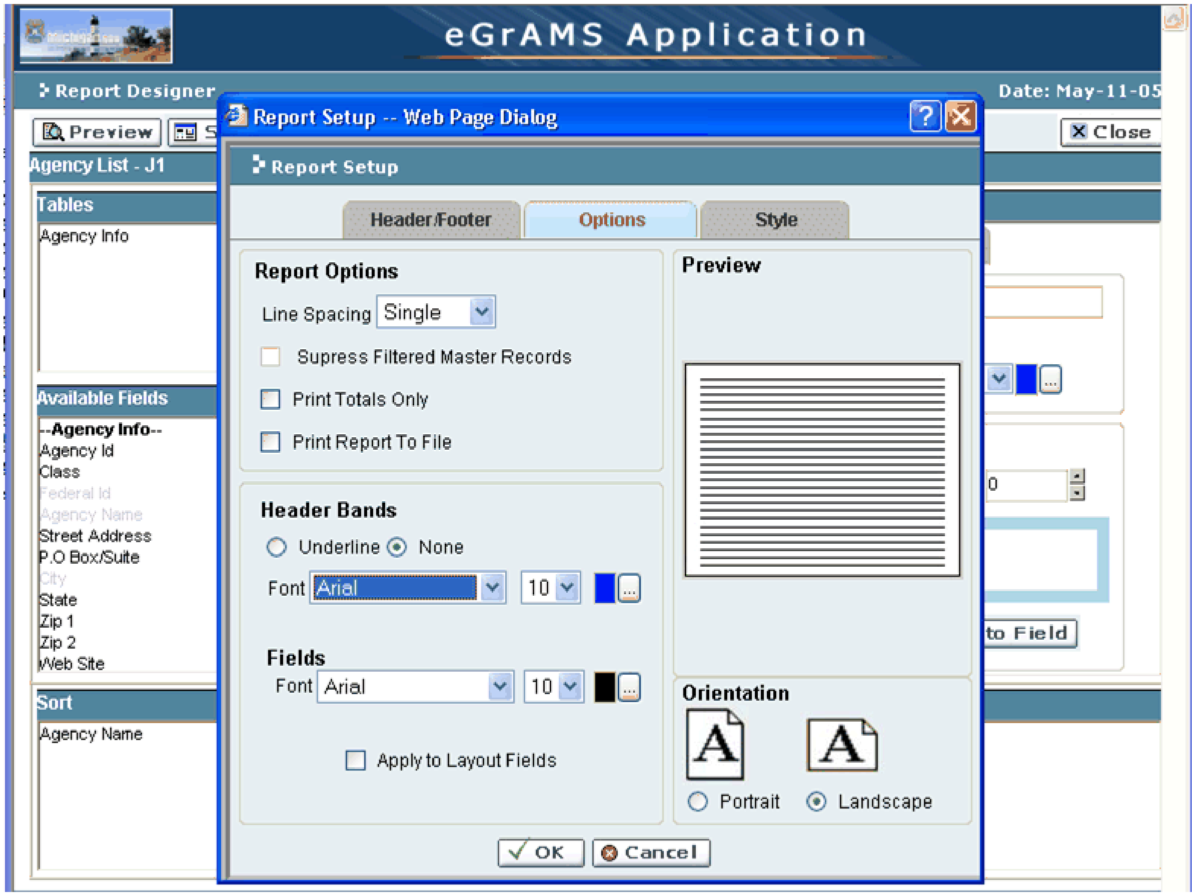
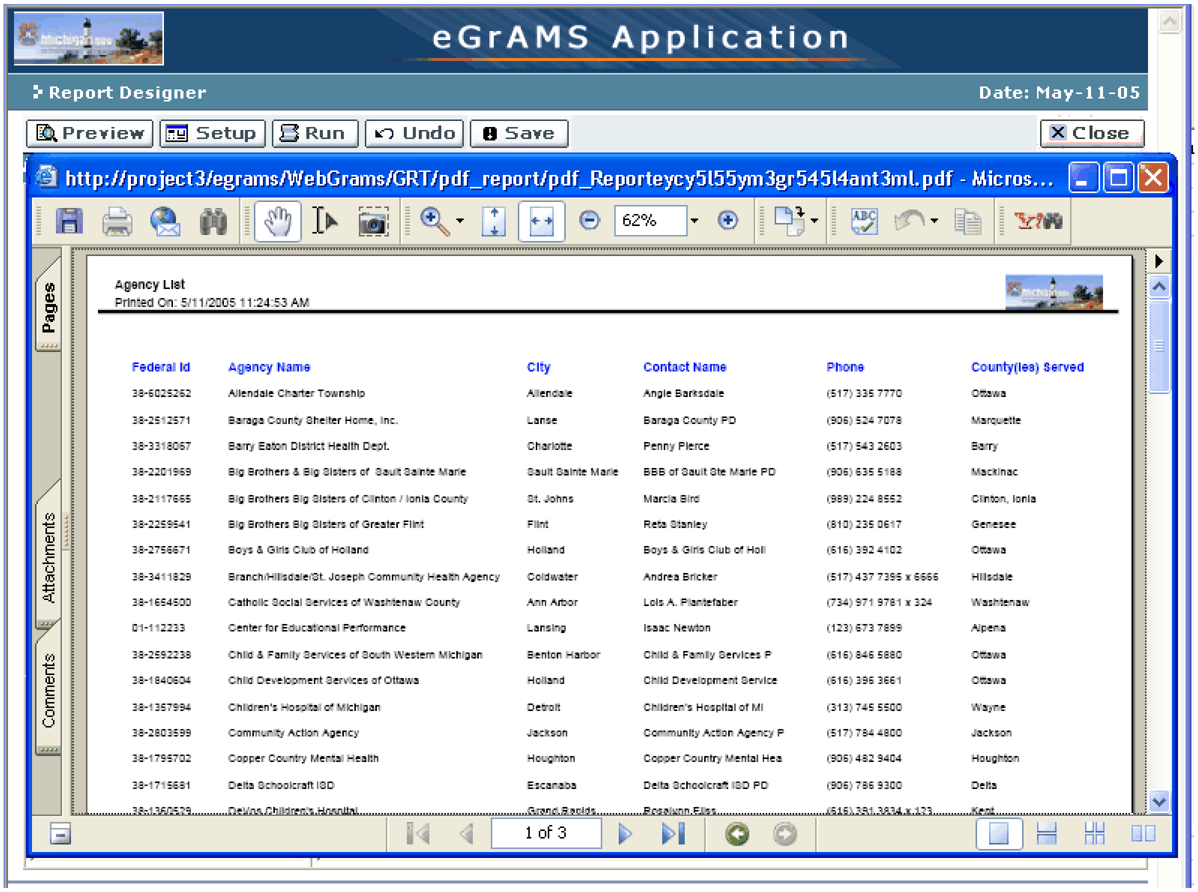


Fig 1.104.3 (1.4)

Listed below in *Fig 1.104.3(1.5)* is the output of the above-configured report in PDF format

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement



Agency List
Printed On: 5/11/2005 11:24:53 AM

Federal Id	Agency Name	City	Contact Name	Phone	County(ies) Served
38-6025262	Allendale Charter Township	Allendale	Angie Barksdale	(517) 335 7770	Ottawa
38-2512571	Baraga County Shelter Home, Inc.	Lanse	Baraga County PD	(906) 524 7078	Marquette
38-3318067	Barry Eaton District Health Dept.	Charlotte	Penny Pierce	(517) 543 2603	Barry
38-2201969	Big Brothers & Big Sisters of Sault Sainte Marie	Sault Sainte Marie	BBB of Sault Ste Marie PD	(906) 635 5188	Mackinac
38-2117665	Big Brothers Big Sisters of Clinton / Ionia County	St. Johns	Marcia Bird	(989) 224 8552	Clinton, Ionia
38-2259541	Big Brothers Big Sisters of Greater Flint	Flint	Reta Stanley	(810) 235 0617	Genesee
38-2756671	Boys & Girls Club of Holland	Holland	Boys & Girls Club of Holl	(616) 392 4102	Ottawa
38-3411829	Branch/Hillsdale/St. Joseph Community Health Agency	Coldwater	Andrea Bricker	(517) 437 7395 x 6666	Hillsdale
38-1654500	Catholic Social Services of Washtenaw County	Ann Arbor	Lois A. Plantefaber	(734) 971 9781 x 324	Washtenaw
01-112233	Center for Educational Performance	Lansing	Isaac Newton	(123) 673 7899	Alpena
38-2592238	Child & Family Services of South Western Michigan	Benton Harbor	Child & Family Services P	(616) 846 5880	Ottawa
38-1840604	Child Development Services of Ottawa	Holland	Child Development Service	(616) 396 3661	Ottawa
38-1357994	Children's Hospital of Michigan	Detroit	Children's Hospital of MI	(313) 745 5500	Wayne
38-2803599	Community Action Agency	Jackson	Community Action Agency P	(517) 784 4800	Jackson
38-1795702	Copper Country Mental Health	Houghton	Copper Country Mental Hea	(906) 482 9404	Houghton
38-1715681	Delta Schoolcraft ISD	Escanaba	Delta Schoolcraft ISD PD	(906) 786 9300	Delta
38-1360529	DeVos Children's Hospital	Grand Rapids	Rosalynn Ellis	(616) 391 3834 x 123	Kent

Fig 1.104.3 (1.5)

Section 1.104.3.1	Build Grant Information Database

Requirement

The primary purpose of the Grant Information database is to allow potential grantees the ability to search and obtain information on grants throughout state government. The State of Michigan grantors will be required to enter information into the database.

Vendor will develop a Grant Information Database (for grant opportunities) to incorporate, at a minimum, the following fields:

a. *Grant Name (REQUIRED)*
b. *Grant Funding Source (Drop down box)*
c. *Grant CFDA # (If applicable)*
d. *Grant Theme (drop down box) (The State will develop a list of themes that help categorize the grant)*
e. *Grant Purpose (REQUIRED) – This is a narrative field*
f. *Department Name (drop down box) (REQUIRED)*
g. *Proposed Grant Award Amount (REQUIRED*
h. *Eligible Grantees (drop down box) REQUIRED)*
i. *Vendor will provide the ability for each agency to add 20 other fields for eligibility. These fields will be customized by each State agency.*
j. *Eligible Grantees narrative section. This field will allow grantors to provide descriptions of eligible grantees.*
k. *Grant Program Type (drop down box – competitive, formula etc) (REQUIRED)*
l. *Application on-line (Y/N) (REQUIRED)*

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)
Requirement	

m. Link to on-line Grant (web address/ hyperlink of automated grant)
n. Grant Period
o. Geographic areas that apply to the grant (if grant is only available for certain counties etc)
p. Grant Application Due Date (mm/dd/yy) (REQUIRED)
q. Grant application informational meeting (mm/dd/yy) (if applicable)
r. Contact information
   1) Name
   2) Title
   3) Email address
   4) Phone #
s. Other information (This will be an area for grantors to provide information on the grant conference or other critical information). This is a narrative field and may include up to two (2) pages (81/2" x 11") of information.

An individual state agency may manage multiple grants and the system must allow each of these grants to be implemented in the system. EGrAMS supports a highly flexible and configurable module called the 'Application Designer' to aid grantor agencies to design, configure, and publish the grant application package or kit. This is done by following a number of steps from defining business rules, configuring the application to Publishing and sending out Grant opportunity Notification. Grants are configured and published at the respective agency level.

At the enterprise level, the portal configuration identifies the grantor agencies that have implemented the EGrAMS application. The portal service monitors the grantor agency level databases through a web service to determine any new programs published after the last fetch. All new grant information is transferred in XML format. On successful processing of the message (for new grants) the system automatically generates and sends out Grant Opportunity Notification emails to all registered potential grantees.

For grants that are automated using third party vendor grants systems or are manual, the system provides a user interface to manually enter the grant related information or upload the grant information through a file in CSV or XML format. In addition, the user may also upload up to 10 attachments (Grant Application Form, Instructions, etc.). The information entered or uploaded may be reviewed and then confirmed for publishing to the Enterprise Grant Information Database. On publishing the respective grant, the system automatically generates and sends out Grant Opportunity Notification emails to all registered potential grantees.

Vendor will provide search capability on all fields that are bolded in 1.104.3.1 for the Build Information Database

The Enterprise EGrAMS portal allows multiple search and sort criteria option. The search supports wild cards and keyword search on narrative fields.

The selection criteria have been restricted to limited fields to enhance performance. However, if SOM requires search on all the bolded fields, the system can be modified to accommodate the additional fields in the search criteria.

Listed below in *Fig 1.104.3.1 (1.1)* is an example of the search criteria screen.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

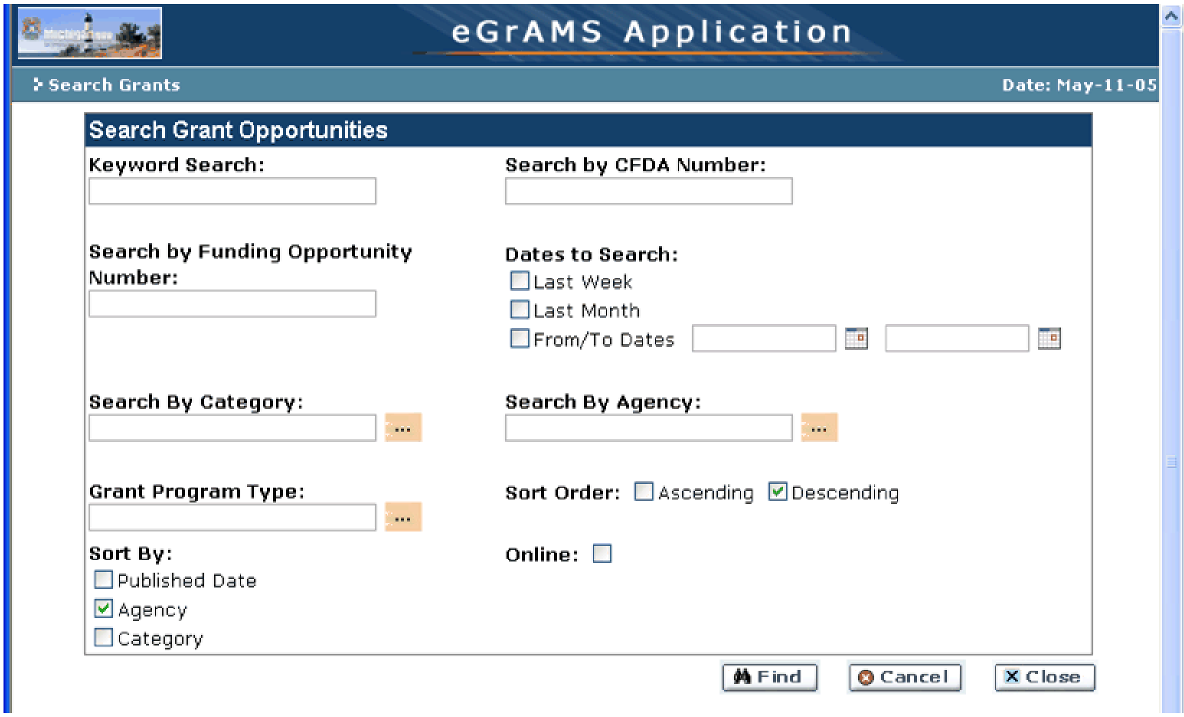


Fig 1.104.3.1 (1.1)

On execution of the search, the display displays key information of the available grants. Listed in the example below in *Fig 1.104.3.1(1.2)* is an example of the result summary screen for the specified search criteria. The user may print the generated list by selecting the print option.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

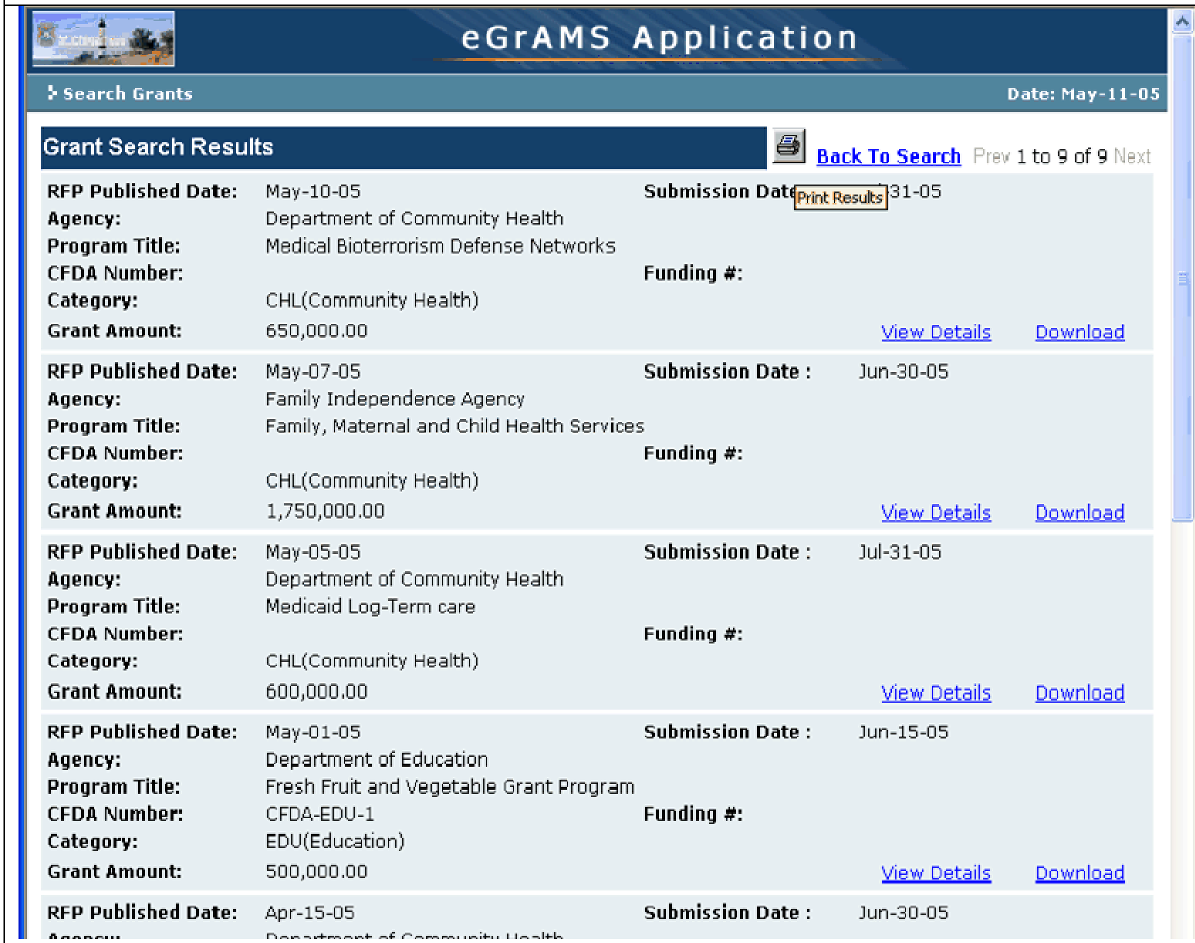


Fig 1.104.3.1 (1.2)

Clicking on the ‘View Details’ link allows the user to view all the details of the respective grant. Selecting the grantor agency URL will take the agency to the respective grantor agency site.

Listed below in *Fig 1.104.3.1(1.3)* is an example of the result detail screen for the specified search criteria.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement

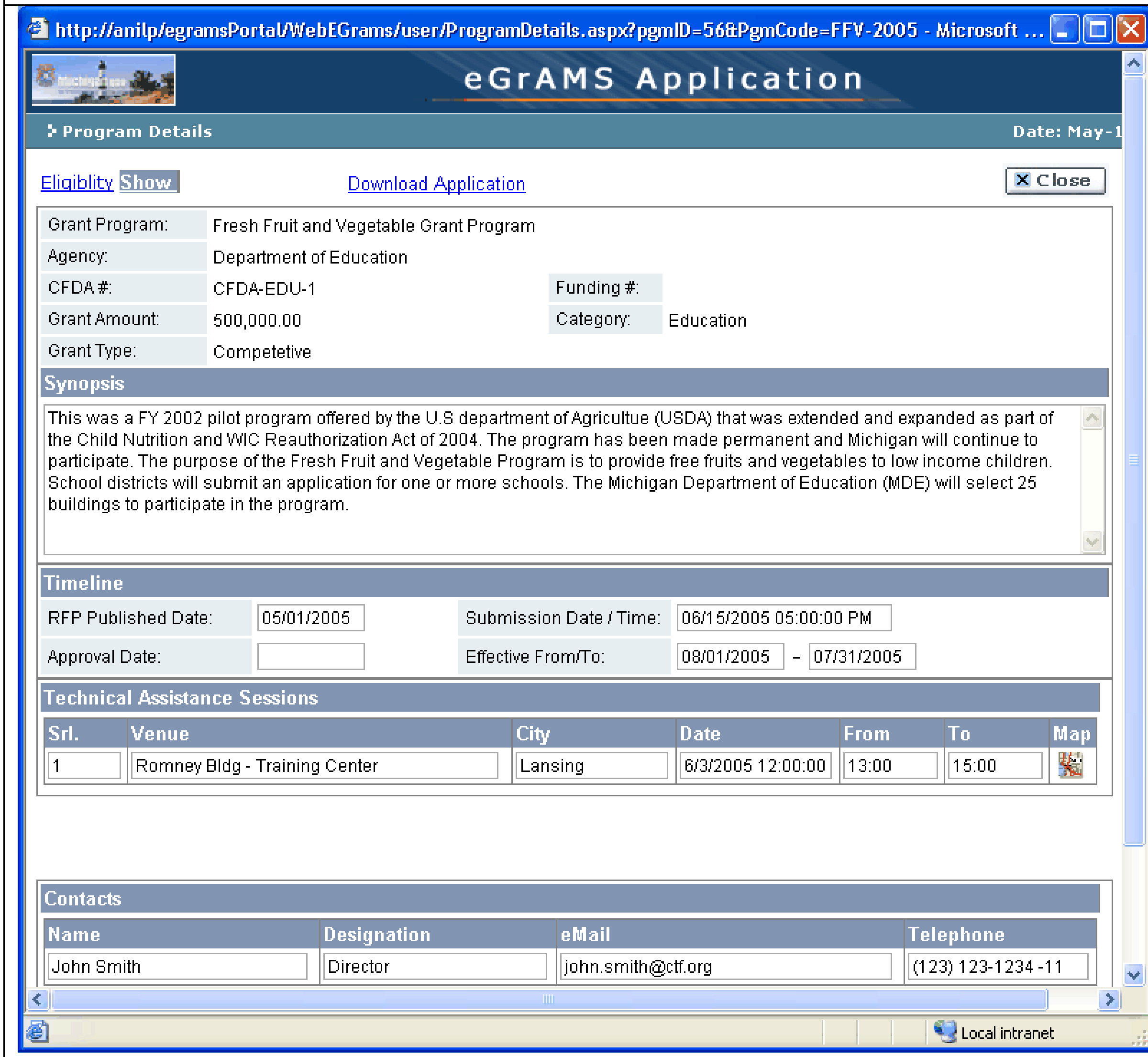


Fig 1.104.3.1 (1.3)

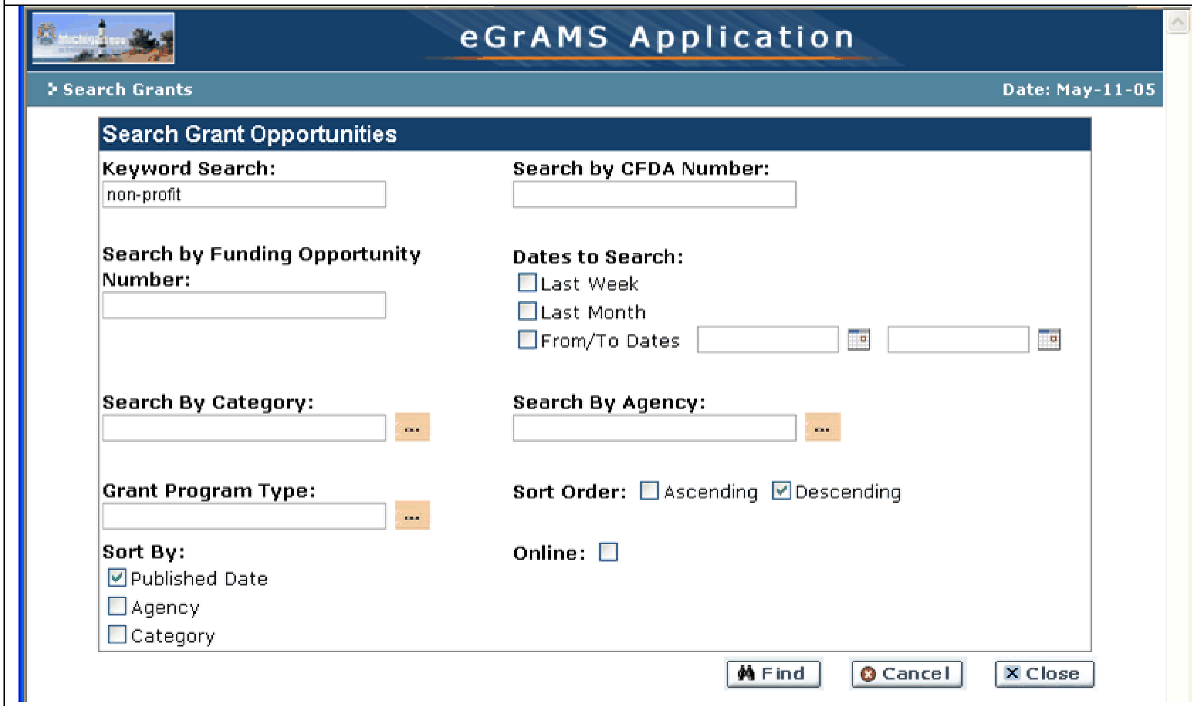
Search will be available via key words as well as specific criteria

The search supports keyword search on narrative fields.

Listed below in *Fig 1.104.3.1(1.4)* is an example of a keyword search criteria for the keyword ‘non-profit’.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement



eGrAMS Application

Search Grants — Date: May-11-05

Search Grant Opportunities

Keyword Search: non-profit

Search by CFDA Number:

Search by Funding Opportunity Number:

Dates to Search:
- [ ] Last Week
- [ ] Last Month
- [ ] From/To Dates

Search By Category:

Search By Agency:

Grant Program Type:

Sort Order: [ ] Ascending [x] Descending

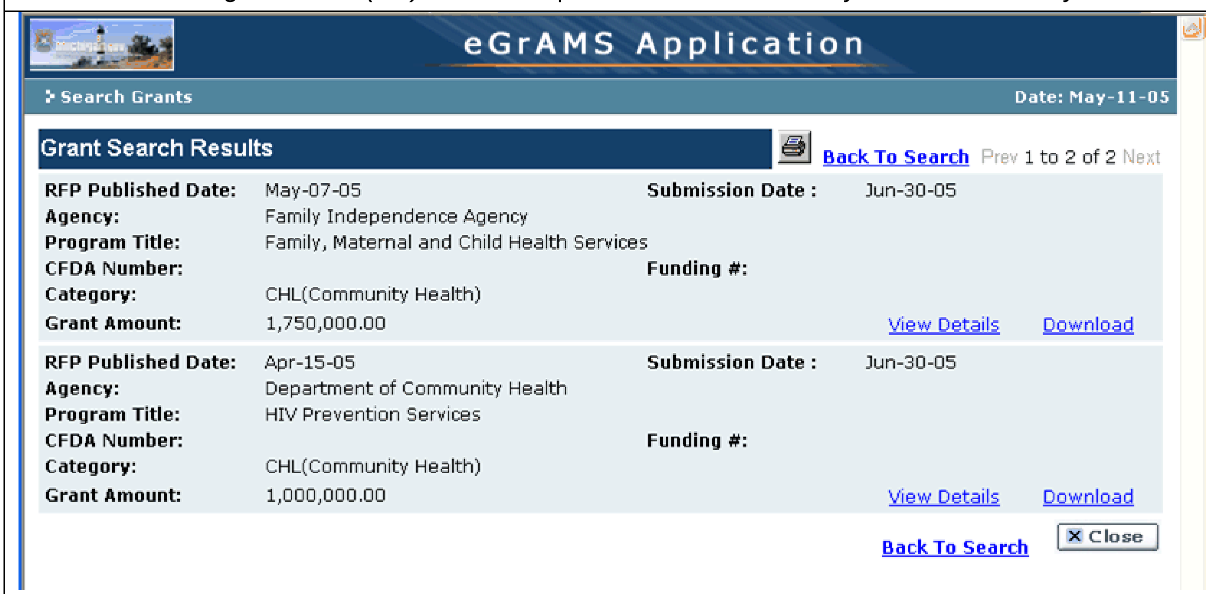
Sort By:
- [x] Published Date
- [ ] Agency
- [ ] Category

Online: [ ]

Find | Cancel | Close

Fig 1.104.3.1 (1.4)

Listed below in *Fig 1.104.3.1 (1.5)* is an example of the result summary screen for the keyword search criteria



eGrAMS Application

Search Grants — Date: May-11-05

Grant Search Results — Back To Search — Prev 1 to 2 of 2 Next

RFP Published Date:	May-07-05	Submission Date :	Jun-30-05
Agency:	Family Independence Agency		
Program Title:	Family, Maternal and Child Health Services		
CFDA Number:		Funding #:	
Category:	CHL(Community Health)		
Grant Amount:	1,750,000.00	View Details	Download
RFP Published Date:	Apr-15-05	Submission Date :	Jun-30-05
Agency:	Department of Community Health		
Program Title:	HIV Prevention Services		
CFDA Number:		Funding #:	
Category:	CHL(Community Health)		
Grant Amount:	1,000,000.00	View Details	Download

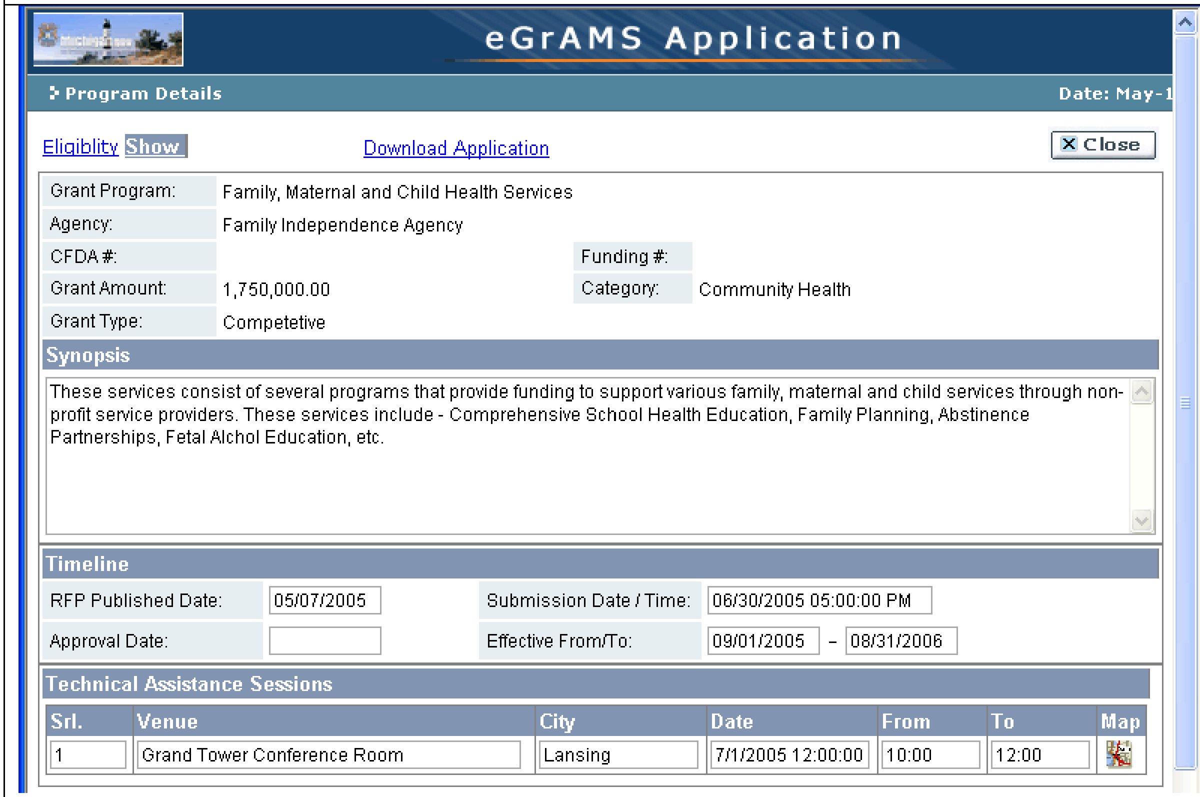
Back To Search — Close

Fig 1.104.3.1 (1.5)

Clicking on the 'View Details' link allows the user to view all the details of the respective grant. Listed below in *Fig 1.104.3.1 (1.6)* is an example of the result detail screen for the keyword search criteria.

Section 1.104.3	Enterprise Data Collection and Reporting Module (On-Line)

Requirement


eGrAMS Application

Program Details | Date: May-1

Eligiblity Show | Download Application | Close

Grant Program:	Family, Maternal and Child Health Services		
Agency:	Family Independence Agency		
CFDA #:		Funding #:	
Grant Amount:	1,750,000.00	Category:	Community Health
Grant Type:	Competetive		

Synopsis

These services consist of several programs that provide funding to support various family, maternal and child services through non-profit service providers. These services include - Comprehensive School Health Education, Family Planning, Abstinence Partnerships, Fetal Alchol Education, etc.

Timeline

RFP Published Date:	05/07/2005	Submission Date / Time:	06/30/2005 05:00:00 PM
Approval Date:		Effective From/To:	09/01/2005 – 08/31/2006

Technical Assistance Sessions

Srl.	Venue	City	Date	From	To	Map
1	Grand Tower Conference Room	Lansing	7/1/2005 12:00:00	10:00	12:00	

Fig 1.104.3.1 (1.6)

Grantee should be able to save search formats to a "favorites list". The vendor should provide a way for the grantee to save search criteria for a minimum of five (5) searches

Since potential grantees can search for available grants from various state agencies without logging on to the system, search criteria cannot be saved to a 'favorites list'.

Search should result in on-line reports and printable reports

The search results in the summary screen for the specified search criteria may printed by selecting the print option.

Vendor will provide the ability for the State to download all database elements into a Microsoft EXCEL format

The Generic Reporting Tool (GRT) allows all reports to be either printed in PDF format or downloaded into EXCEL or fixed length files.

Vendor must conduct all necessary JAD (Joint Application Design) sessions with program specialists to design/create data entry screens, database, on-line reports and printable reports

VENDOR will conduct the required JAD sessions with program specialists to design/create data entry screens, database, online and printable reports.

Section 1.104.3.2	Executive Information System Requirements
Requirement	
The primary objectives of the Executive Information System Requirements are the following: *1. Provide a single entry for all potential applicants to create organization profiles. An organization has to create only one profile for the State of Michigan – not one for every grant.* *2. To build and maintain information required for enterprise reporting.*	
A grantee agency organizational profile is created and maintained at the Enterprise EGrAMS level using the 'Register your Agency' option. This grantee agency organizational profile is used across all grantor agencies and across all grant programs. EGrAMS supports several canned reports to provide vital information to the various users. In addition, EGrAMS also supports an ad-hoc reporting tool and reports in graphical format (maps, pie and bar charts).	

Section 1.104.3.2.1	Build Organization Profile Database
Requirement	
All potential grantees must establish an organizational profile with the State of Michigan (through a vendor developed on-line system). Each potential grantee agency will be required to establish a profile with the State of Michigan that covers grant business with any and all state agencies. The profile will incorporate demographic information and must be completed by the office of the CEO (or appropriate group that represents the organization at the central level) within an organization. It will name and list those authorized officials required for approving grant application and any financial data for the grant application.	
EGrAMS requires all potential grantees to have their organizational profile defined in the system prior to creating a user login name. 'Register your Agency' is an option on the main page of the EGrAMS system. An organizational profile can be created only once and if an attempt is made to create an additional organizational profile, the system displays an error. An agency organizational profile comprises of three main sections. **Basic Information** – This sections is used to capture and store organizational information like Federal Id, Organization Name, DUNS Number (optional), Organizational unit (optional), Street address, City, State, Zip 1 & 2, Phone, Fax (optional), web site address (optional), mailing address same flag, mailing address (if mailing address flag is 'No'). **Demographic Information** – This section stores the various demographic area served by the grantee agency by each demographic type (e.g. County, State Senate, State House, Congressional & School district). Each demographic type supports entry of multiple values. (e.g. an agency may serve multiple counties, school districts, etc). **Contacts Information** – This section is used to store the contact information for an agency. An agency may have multiple contacts. The information stored in contacts is Contact Type (Chief Executive Officer, Financial Officer, etc), EGrAMS login Id (optional. However, if entered, all other fields are populated by the system), Name, Address, contact telephone, fax (optional), email address, primary / secondary contact and designation.	
The grantee must have the ability to request and receive a password for the purpose of creating an organizational profile.	
In EGrAMS users create and maintain their own user profiles. The user role determines the access a user can have and authorization / activation rules in the EGrAMS system. (e.g. Grantee Central Office user authorized by Grantor Office, Grantee Project manager authorized by Grantor Program Manager, Grantee Grant Writer authorized by a Grantee Project Manager, etc). All the above examples of rules are configured in the EGrAMS system.	
If the organizational profile exists within the system, the system must generate an error message to indicate this information to the grantee.	
An organizational profile can be created only once and if an attempt is made to create an additional organizational profile, the system displays an error.	

Section 1.104.3.2	Executive Information System Requirements

Requirement
The vendor will provide the ability to perform ad-hoc reporting on the organization profile data. This includes the ability to query and create print quality reports on all fields.
EGrAMS supports several standard agency profile summary and details reports. In addition, grantor agency site administrators may use the reporting tool to create additional ad-hoc reports on agency organizational profile. Refer to Generic Reporting Tool (GRT) functionality in our response to section 1.104.3 and section 1.104.3.2.2.
The vendor will conduct JAD sessions with an appropriate group of external customers to build data entry screens for the organizational profile. (SOM will provide names of external customer group)
VENDOR will conduct the required JAD sessions with the designated group of external customers to review and refine the data entry screens for organizational profile
The vendor will provide the ability to download all fields to a Microsoft Excel spreadsheet.
Generic Reporting Tool (GRT) can be used to create and download the required fields in Microsoft Excel spreadsheet. Refer to Generic Reporting Tool (GRT) functionality in our response to section 1.104.3 and section 1.104.3.2.2.
The vendor will provide the ability for organizations to attach yearly reports to the profile. Yearly audit reports are required by most state agencies. These reports may be in EXCEL, WORD or PDF format. There could be multiple reports.
EGrAMS does not support attachments to an organizational profile at this time. However, EGrAMS will be modified to support the required functionality. The proposed enhancement is described below. The grantee should be able to attach yearly reports to the organization profile. Attachments may be in word, PDF, EXCEL, gif, jpg or tif format. In addition, each attachment also has a review and approval flag to denote that the attachment is a valid attachment at the state level. Each attachment type is linked to a grant section. Thus if a grant requires a particular attachment (e.g. Audit Report) and multiple grants across several agencies require the submission of an audit report, the system will ensure that the attachment submitted at an organizational level has been reviewed and approved or the grantee will have to submit the attachment at the respective grant application level.
The vendor will provide for all the roles (see security requirements, 1.104.2, Figure 3).
User roles as applicable to an organization are defined and configured by the application administrator. VENDOR will confirm that EGrAMS supports definition and configuration of all the roles specified in security requirements 1.104.2 Figure 3.
The vendor will provide all the necessary fields and input screens for data collection to create the organizational profile. *Following is a list of demographic data elements that will be required, at a minimum, to be collected by all grants. The system must be able to accommodate an additional 20 demographic data elements.* *a. Name of grantee organization* *b. FEIN #* *c. Organization address (street address, City, Zip, including phone/fax #)* *d. Delivery address* *e. County Name of primary grantee (system has to automatically capture county #, when the user inputs a county name)* *f. School district # (if applicable)* *g. State Senate District* *h. State House District* *i. Congressional District (Federal)* *j. Contact Name – Chief Executive Officer* *k. Contact email address* *l. List of authorized officials*

Section 1.104.3.2	Executive Information System Requirements
Requirement	
m. Title of authorized official *n. Email address of authorized official* *o. Phone # of authorized officials* *p. List of approved Financial officers*	
EGrAMS supports all the fields identified by the state for an organizational profile. However, VENDOR will conduct the required JAD sessions with the designated group of external customers to refine the data entry screens for organizational profile, if required.	
The face sheet will form the basis for collecting statewide reports on grants. SOM shall have the ability to change the face sheet requirements at a global level. This means that if data elements are added at the statewide level, they will automatically populate all grant applications.	
In EGrAMS grantee organizational attributed are set at the Enterprise EGrAMS level. The face sheet forms the basic core data set for grantee information, which is based on grantee agency profile information. Currently, the face sheet attribute or data requirements are defined at state agency with the ability to tailor at a grant program level.	

Section 1.104.3.2.2	Enterprise Grant Reporting
Requirement	
The primary objective of grant reporting requirements is to provide the ability for the State of Michigan to create reports based on statewide data. *The vendor will provide an ad-hoc reporting tool. Examples of some types of reports that will be required follows:*	
a. Reports of grants that were given to a particular organization within any given set of fiscal years. This would allow the State to query on organization name and fiscal year. The report should also list the following: *1) Name of organization* *2) County* *3) Legislative District* *4) Senate District* *5) Congressional District.* *6) $ Amount granted – sub-divided by granting State agency.* *7) Total grant amount.*	
EGrAMS supports several standard reports based on user defined search criteria. EGrAMS also supports an ad-hoc reporting tool (GRT) that allows end users to define, save and print additional user defined reports. Refer to Generic Reporting Tool (GRT) functionality in our response to section 1.104.3 and section 1.104.3.2.2.	
b. Reports of all grants given to a particular county within a fiscal year (or years) *1) Name of organization* *2) County* *3) Legislative District* *4) Senate District* *5) Congressional District.* *6) $ Amount granted – sub-divided by granting State agency.* *7) Total grant amount.* *8) This report should be available in a paper as well as a graphical format using the map of Michigan as a base. The graphical map must color code each county and indicate total $ amount given to the color code.*	

Section 1.104.3.2.2	**Enterprise Grant Reporting**

Requirement

In addition to Generic Reporting Tool (GRT) functionality, EGrAMS has the ability to print reports in graphical formats in the form of pie and bar charts with a drill down features and map reports based on county, legislative, senate, congressional and school districts.
Map reports are generated using Map Suite's Map Engine software. Listed below in *Fig 1.104.3.2.2(1.1)* is an example of a map report for amount of funds allocated for a grant program by county.

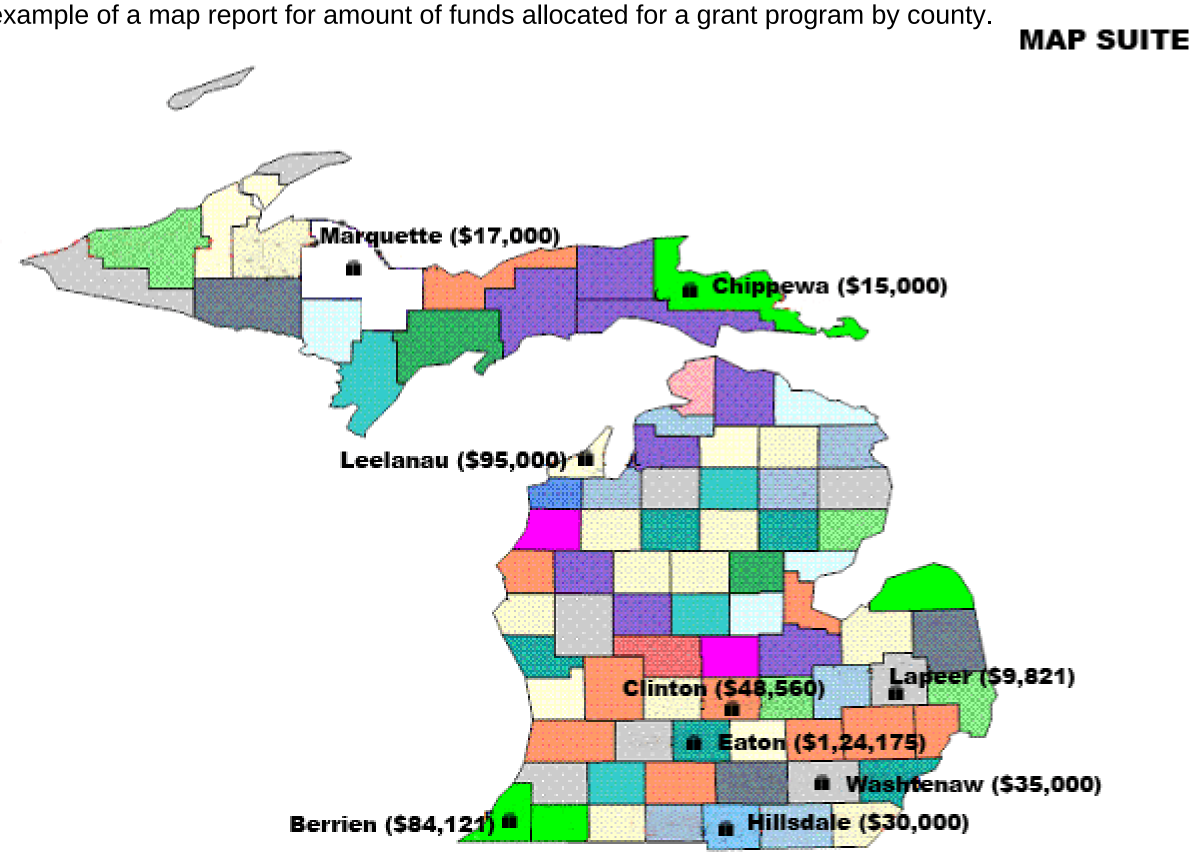


Fig 1.104.3.2.2(1.1)

Section 1.104.3.2.2	**Enterprise Grant Reporting**

Requirement

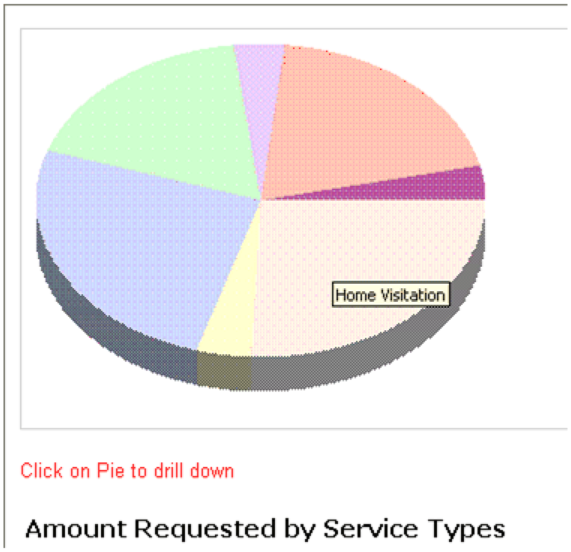
c. Reports of all grants given to a State Legislative, State Senate or Congressional District.

1) *Name of organization*
2) *County*
3) *Legislative District or Senate District or Congressional District*
4) *$ Amount granted – sub-divided by granting State agency*
5) *Total grant amount*
6) *This report should be available in a paper as well as a graphical format using the map of Michigan as a base. The graphical map must highlight the appropriate legislative, senate or congressional district and indicate total $ amount given to the highlighted area*

Section 1.104.3.2.2	Enterprise Grant Reporting

Requirement

Listed below in *Fig 1.104.3.2.2(1.2)* is an example of a pie chart for amount requested by various grantee agencies for a grant by service types.



Color	Description	Req. Amount	Action
	Home Visitation	$175,666.00	...
	Respite	$37,040.81	...
	Mentoring	$149,997.00	...
	Parenting Classes / Support Group	$125,841.00	...
	Teen Parenting Education Support	$35,000.00	...
	Individual / Family Support	$135,627.00	...
	Others	$17,000.00	...

Done

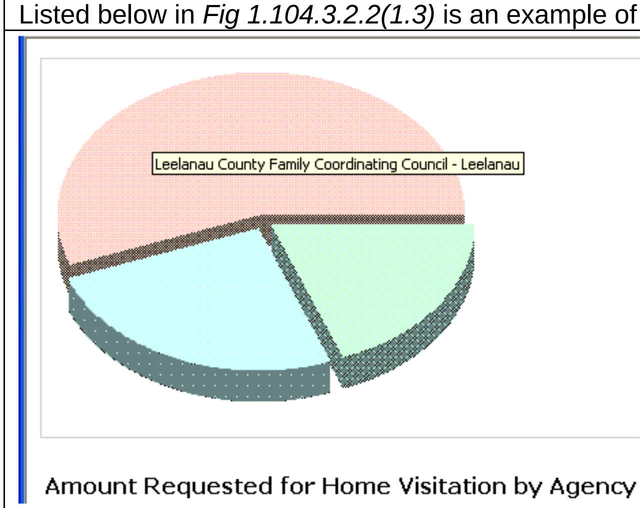
Fig 1.104.3.2.2(1.2)

Section 1.104.3.2.2	Enterprise Grant Reporting

Requirement

The pie chart is generated based on used defined selection criteria (grant program, fiscal year, etc). In addition the pie chart also supports additional parameters like chart diameter, spacing (left, right, top, bottom) pie ratio and explode offset.

Listed below in *Fig 1.104.3.2.2(1.3)* is an example of drill down feature of the 'Home Visitation' pie slice.



Color	Description	Req. Amount	Action
	Branch/Hillsdale/St. Joseph Community Health Agency - Hillsdale	$30,000.00	...
	Eaton Intermediate School District - Eaton	$50,666.00	...
	Leelanau County Family Coordinating Council - Leelanau	$95,000.00	...

Done

Fig 1.104.3.2.2(1.3)

The above drill down display the amount requested by each agency and the county(ies) served by the agency.

The user also has a facility to change the colors of the generated chart, if required.

Section 1.104.3.2.2	Enterprise Grant Reporting
Requirement	
d. Reports of all grants given to a county or school district by State Agency *1) Name of organization* *2) Legislative District or Senate District or Congressional District* *3) $ Amount granted – sub-divided by granting State agency.* *4) Total grant amount* *5) This report should be available in a paper as well as a graphical format using the map of Michigan as a base. The graphical map must highlight the appropriate county or school district and indicate total $ amount given to the highlighted area.*	
Refer to response in section 1.104.3.2.2	
The vendor will conduct JAD sessions with State Executive Office to develop and get agreement on report formats.	
Vendor will conduct JAD sessions with the State Executive Office to develop and get agreement on the required report formats.	
The vendor must link to existing e-grants systems and get information required for the reports from the existing e-grants systems. The following is a list of existing e-grants systems. *a. Michigan Department of Education Grants – Information for these grants can be obtained from the school code master. Access www.michigan.gov/scm for school code master information.* *b. Criminal Justice Grants – grants in Family Independence Agency (FIA), Department of Community Health (DCH) and Department of State Police (MSP). The include Byrne Memorial grants, Governor's discretionary grants, Victims of Crime Act grants, Highway Safety Planning grants and Juvenile Justice grants. These grant databases are built using a Microsoft SQL server database. Information on the table structure will be provided to successful bidder prior to the start of the report-building phase.* *c. Children's Trust Fund Grant – FIA. This grant database is also built using the Microsoft SQL server database. Information on the table structure will be provided to the successful bidder prior to the start of the report-building phase.*	
Vendor will develop / write custom API's to extract the required grant information from existing automated e-grants systems. The extracted data will be used for State-wide Enterprise reporting. Vendor has implemented the EGrAMS at Children's Trust Fund and it is the same base system that is proposed to the State with Enterprise capabilities.	
An ad-hoc reporting tool will provide the following features: *a. Provide the users the ability to see a list of the fields that are available.* *b. Ability to choose fields needed for the report.* *c. Ability to enter a report name and save report.* *d. Ability to modify saved report formats* *e. Ability to provide a header for the report. The header could have a report name and date associated with it.* *f. Ability to download report to Excel and to print the report.*	
EGrAMS supports an ad-hoc reporting tool (GRT) that allows end users to define, save and print additional user defined reports. Refer to Generic Reporting Tool (GRT) functionality in our response to section 1.104.3 and section 1.104.3.2.2.	

1.104.3.2.3 Task Summary for Organizational Information Database and Enterprise Reporting

Task Summary for Grant Information Database

#	Tasks
1	Conduct JAD session to develop screens and reports
2	Detailed system requirements document
3	Database schema
4	Grant Information database
5	Search and report functionality for grantees and grantors
6	Security Requirements
7	Data entry screens for grantors
8	Ability to add or delete items from drop down boxes
9	Ability for the organization to attach multiple reports in Word, EXCEL or PDF formats
10	Ability to download database elements to MS EXCEL
11	On-line help screens for grantors and grantees
12	On-line help manual for grantors

Task Summary for Executive Reporting

#	Tasks
1	Conduct JAD session to develop screens and reports for organizational profile database
2	Detailed system requirements document
3	Database schema
4	Organizational information database
5	Search and report functionality for grantors and grantees
6	Security requirements
7	Data entry screens for grantees for Organizational Information Database
8	Develop link to existing e-grants systems for reports
9	Conduct JAD session to develop report formats
10	Reports in graphical and paper format
11	Ability to download database elements to MS EXCEL
12	On-line help screens for grantors and grantees
13	On-line help manual for grantors

SECTION C – Phase 2

1.104.4 Grant Program Build Module

Section 1.104.4	Grant Program Build Module
Requirement	
Module Description *The primary purpose of this module is to allow grantors (State agencies that award grants) the ability to customize and build/modify grant applications, design workflow for grant management. It will also enable grantors to create and save reports as needed. There are a number of set-up / control parameters and validation tables that need to be set up. Set-up information may be classified as a one-time activity used to setup application roles and access rules in the system. These grant programs are subject to yearly changes. This module allows setup of various master data and rules configuration.*	

General Requirements

Section 1.104.4.1	General Requirements
Requirement	
There are some requirements that are general in nature and are applicable to the entire module. Listed below are some general requirements: *Provide security features at a function, action or field level.*	
EGrAMS supports a highly flexible and configurable 5 level security model. At the highest level, each user is assigned a role that primarily determines the possible access to the various screens or functions within the EGrAMS. Each screen in EGrAMS supports certain actions or modes that are user configured (e.g. County Setup screen may support the ‘Add’, ‘Change’, ‘Delete’ and ‘Review’ actions). At the screen level configuration, the access level applicability is also identified. Based on the above configuration when a role is assigned to a screen, action access is also defined based on the action level applicability. i.e. If the action access applicability is set to required, the role to screen access configuration will need to specify the actions permissible for the respective role. (e.g. we may have two roles that are assigned to the ‘County Setup’ screen, one role may be granted access to all the actions whereas one role is restricted to the Review action only.	

Section 1.104.4.1	General Requirements

Requirement

Listed below in *Fig 1.104.4.1(1.1)* is an example of 'Assign Agency Users' screen that supports 'Assign', 'Change' and 'Display' actions.

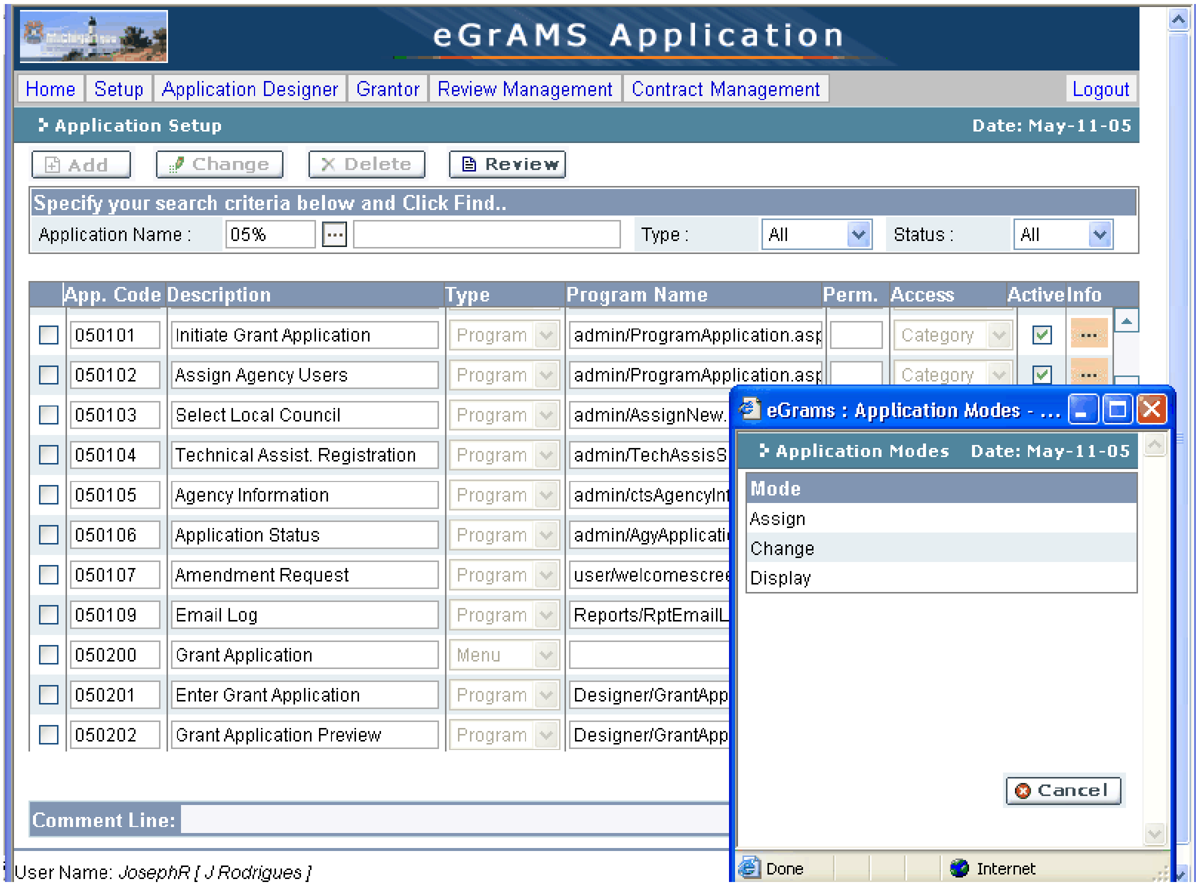


Fig 1.104.4.1(1.1)

Section 1.104.4.1	General Requirements

Requirement

System will automatically validate all information entered against parameter/master tables.

All data entry supports lookups (when the returned set may exceed 5 values) and dropdowns (when the returned set is less than 5 values) to aid the user enter valid values for the respective field. However, the user may opt to directly enter the required information without invoking a lookup or dropdown. EGrAMS validates all data entered in real time and display the corresponding error message to enable the user correct the erroneous information. Every field supports a comment line at the bottom of the screen to aid the user with data entry. Any erroneous information displays an error dialog. In addition, all screens support screen level help that gives an overview of the respective screen and fields level details, possible errors, corrective measures, etc.

Parameter driven functionality / rules to accommodate business rule changes later on.

EGrAMS is a highly configurable application with an extensive set of setup, business, security, workflow rules. All these configurations enable EGrAMS to adapt to ever changing business rules without any changes to the software.

Section 1.104.4.1	General Requirements
Requirement	
Appropriate dropdowns or lookups where applicable, screen and field level help.	
EGrAMS provides dropdowns and lookup depending on the number of data to choose from. For fewer data it uses dropdowns and for more it uses lookups.	
Conduct JAD sessions with State of Michigan staff to understand and build all required functionality.	
VENDOR will conduct the required JAD sessions with State of Michigan staff to understand and build all the required functionality.	

Section 1.104.4.2	Specific Functionality Required for the Grant Program Build Module
Requirement	

1. *Vendor will develop a framework that will allow grantors (State agencies that award grants) to build grant applications including program and budget information pages. Vendor will provide the means for the grantors to build business rules for each field in the grant application. Each field in the grant application will be a database element. The database design will be completely flexible – when the grantor removes a field from a grant application, the system will archive the field and allow the grantor to create a new grant application. The flexibility will be required for program and budget pages of each grant application.*
2. *The vendor will provide a system that shows how a non technical user can use the system to design a grant application screen and all the associated business rules. The system must have a configurable workflow engine. The non-technical users should be able to plan and configure the workflow for the approval and management of the grants.*

A grantor agency may manage multiple grants and the system should allow each of these to be implemented in the system without changes to the software. EGrAMS has a flexible application configuration tool that allows a grantor agency can design, configure, and publish the grant application package or kit. This is done by following a number of steps from defining the grant, timeline, associated business rules, workflow, validating the configuration to Publishing and sending out Grant Opportunity Notification.

Application Package Configuration – Every grant application may be looked upon as a collection of one or more sections. Examples of grant application sections could be (but not limited to) Face Sheet, Program/Project Narrative, Budget and Miscellaneous. This function allows grantor administrators to configure all the sections of a grant. The tool also supports a preview option to view the results of the configuration in HTML and PDF format and perform layout refinements.

There are several designer components and explaining every component and its functionality is beyond the scope of this CONTRACT response. Listed below are details of some grant designer components.

Grant Category – A grant category may be looked upon as a grouping of grants that have similar overall business rules. (e.g. Workflow, Grant Type – Competitive or Non-Competitive, Accounting Codes, etc)

Grant Program – is definition of the grant under a specific grant category. Business rules defines at a grant program level are Grant name / Title, Funding period, Start / End dates, Funding sources, Total Funding available, Funding category, Demographic applicability (specific counties, all, etc), Technical Assistance Sessions Applicability & restrictions, CFDA number, funding Opportunity number, etc. In addition, it also identifies the agency types that are eligible (e.g. Non Profit, Public, etc), Funding Basis (Declining, Increasing, etc for multiple year grants), Match requirements (Cash, In kind, Other) and match restrictions and the Grantor Program Managers responsible from the grantor or state agency.

Technical Assistance Sessions - Allows the Grantor Program Manager to define the various technical assistance sessions planned, venue, address, total seats, etc for the grant.

Program Synopsis - Allows the grant administrator to define the detailed description of purpose of the grant.

Section 1.104.4.2	Specific Functionality Required for the Grant Program Build Module

Requirement

There are several other designer components and they are described in subsequent sections.

Workflow Configuration - A grantor agency may offer several grants. However, many of the grants may have common characteristics in terms of the various stages a grant application goes through from grant application entry through closeout. Based on these characteristics, grants may be grouped together under a grant category. EGrAMS supports the configuration of workflow at a grant category level. This reduces the burden of a grantor agency to configure a workflow for every grant.

Listed below in *Fig 1.104.4.2 (1.1)* is an example of the workflow configuration screen.

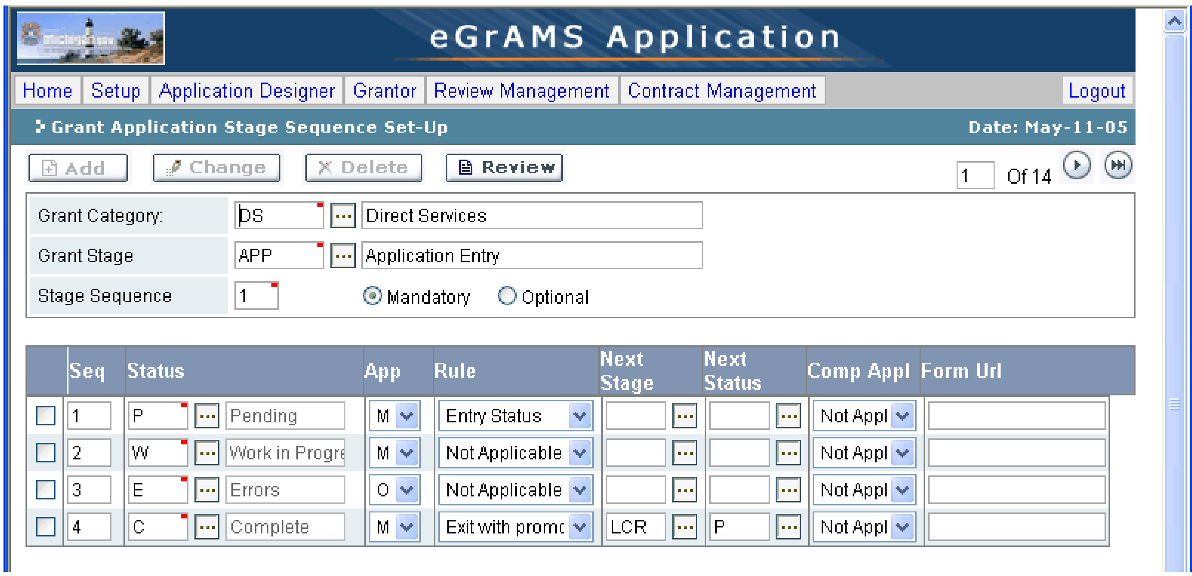


Fig 1.104.4.2(1.1)

In the above example shown in Fig 1.104.4.2 (1.1) we see that the grant category 'Direct Services' has 14 different stages, the first stage being Application Entry. Within each stage there can be multiple status codes, some mandatory and some optional. Every stage has an Entry and Exit status. Exits can be further categorized as Exit with promotion or a Exit with no promotion.

Section 1.104.4.2	Specific Functionality Required for the Grant Program Build Module

Requirement

Listed below is an example of the next stage.

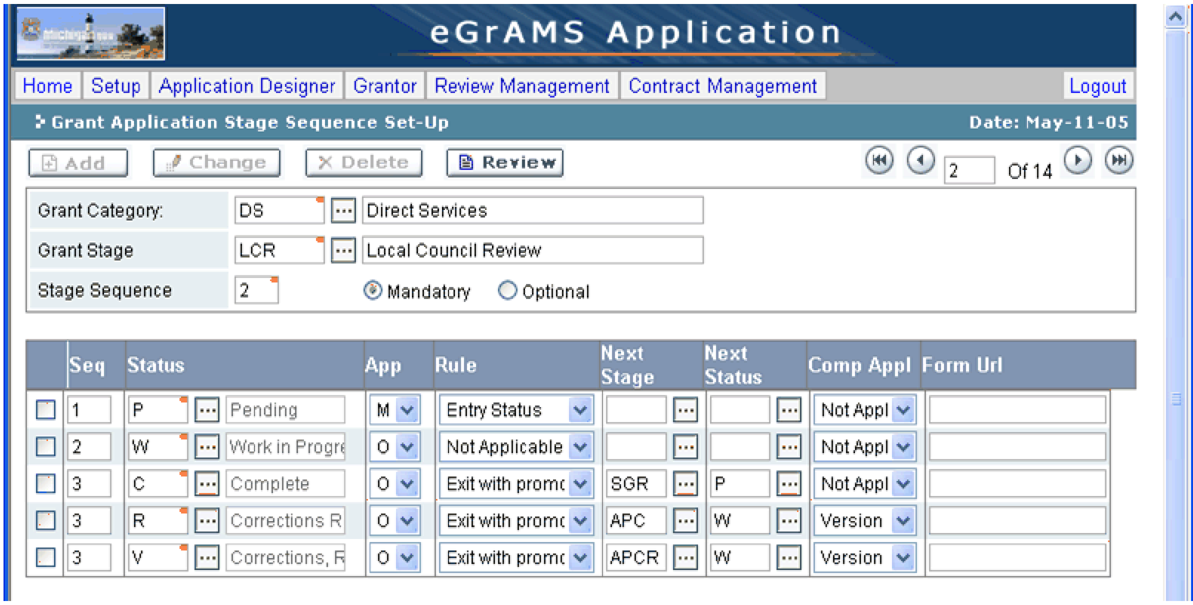


Fig 1.104.4.2(1.2)

Note that in the above example shown in *Fig 1.104.4.2 (1.2)* there are multiple Exit status codes with promotion at the same sequence level. This denotes that the grant application would branch out to the configured stages based on the status code an application receives at the respective stage.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

The grant application package consists of all documentation necessary to complete a grant application. A complete application will include all required forms, instructions, and any other required documentation. Budget summaries, budget details and budget narratives will be created and maintained. In addition, known grant report forms will also be included in the application structure. Formula grants (allocated grants) will have certain portions of the grant application (pre-filled) by the grantor. This section is similar to a forms design screen and should have the following features:

Vendor must design grant application templates based on information provided for each program included in Phase 2 (see Appendices A, B and C). Grantors need the ability to modify the templates to meet their business needs.

a. *Ability to create/add a field and name the field. Configure agency/grant specific additional fields and business rules for the application face sheet.*
b. *Define/configure business rules for a grant (funding sources, agency types, county restrictions, match requirements, funding basis, etc.)*

Face Sheet Section

The face sheet is used to define grantee demographic, fiscal, project and contact information. Most of the information is static (i.e. core data for all grant applications e.g Agency name, Federal Id, Address, Fiscal start month/day, etc). However, there may be some information that is specific to a grant program. Using the face sheet configuration tool, the grant application can be configured to define these additional data requirements and the associated business

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
rules, field dependency sections, etc. with each of these data elements. Listed below in *Fig 1.104.4.3(1.1)* is an example of the face sheet configuration.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

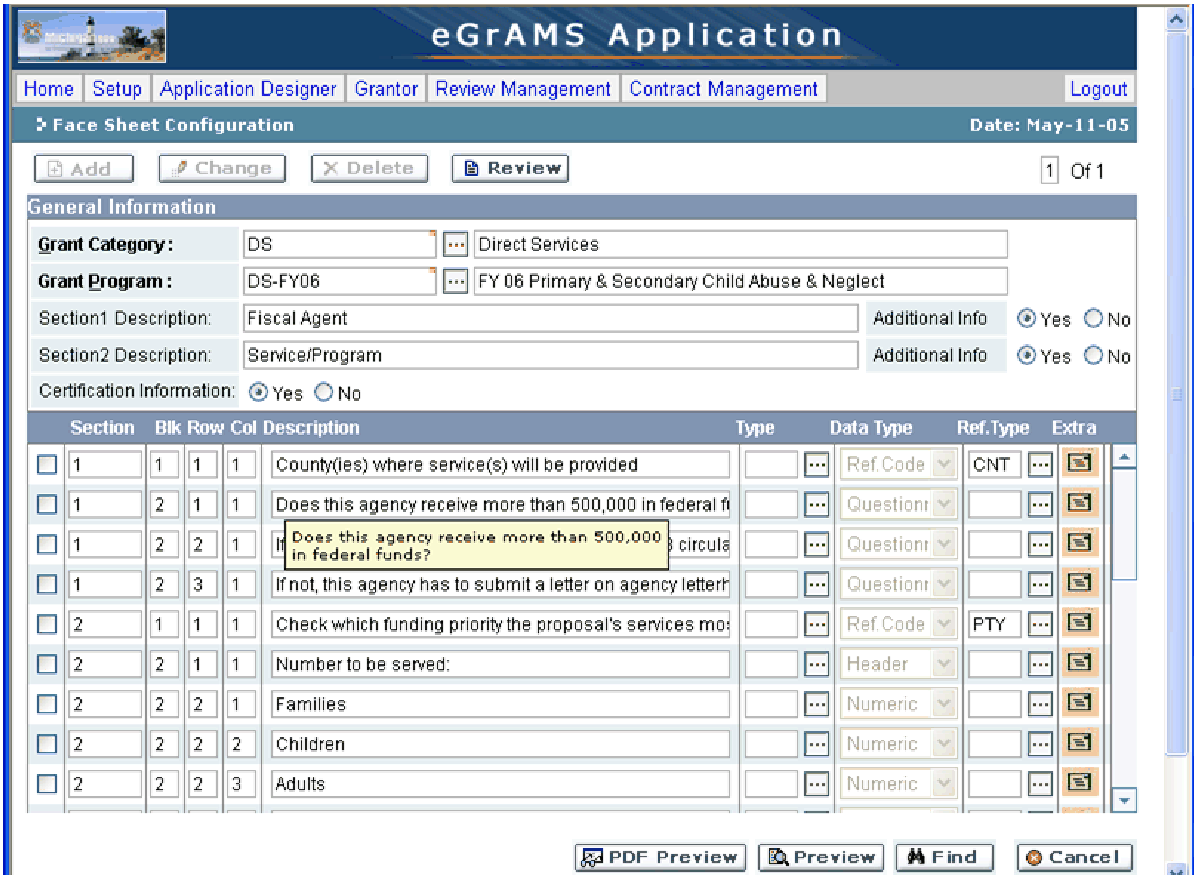


Fig 1.104.4.3(1.1)

The above configuration tells us that the Face sheet has three sections. section 1 is to be titled 'Fiscal Agent', section is to be titled 'Service/Program' and section is to be titled as 'Certification Information'.

The above configuration as shown in *Fig 1.104.4.3(1.1)* tells us that the Face sheet has three sections - Section 1 is to be titled 'Fiscal Agent', Section 2 is to be titled 'Service/Program' and Section 3 is to be titled as 'Certification Information'.

In addition to the core data collected in section 1, additional information required is

County (ies) where service will be provided. The information that needs to come into the face sheet is from the system county master data (Data Type 'Ref Code') of Type 'CNT'. There are additional rules that are specified as shown in the rules window below in *Fig 1.104.4.3(1.2)*.

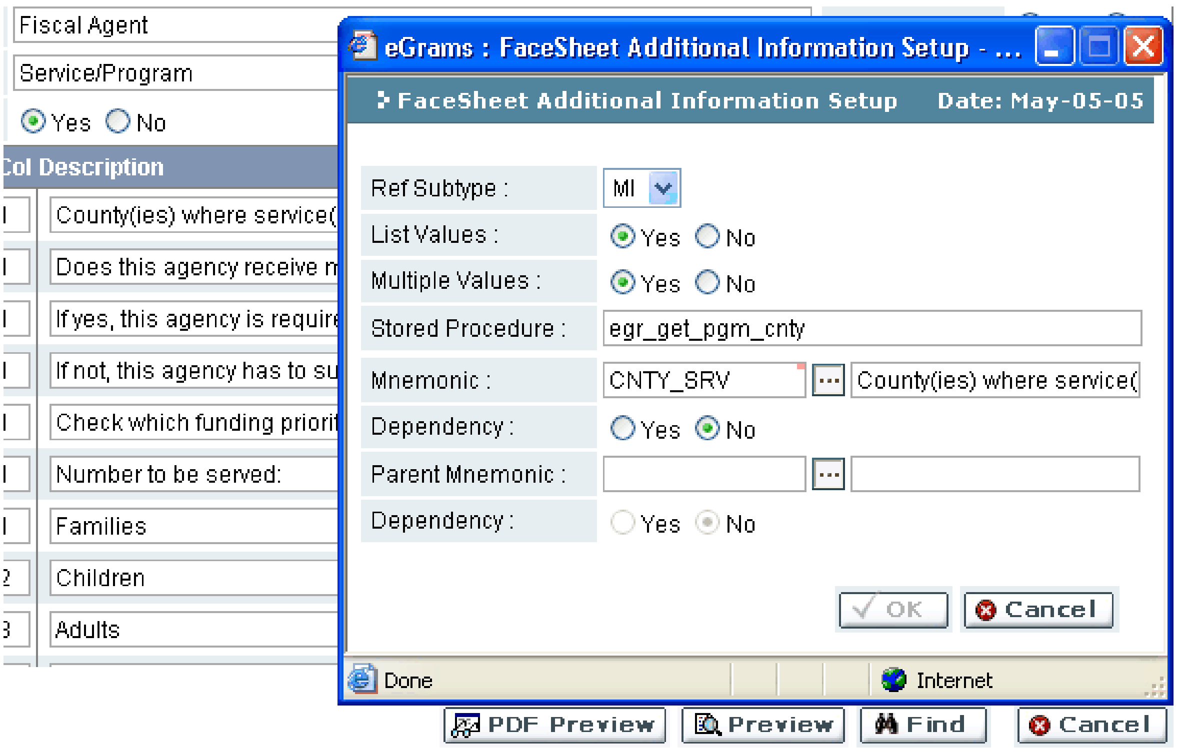


Fig 1.104.4.3(1.2)

i. Based on the County configuration, the system knows that county is related to a State (configured as county business rules) and hence the State information needs to be selected from the dropdown.

ii. List Values - denote whether the system should automatically display all the available county values or should the user invoke a lookup to select the desired values

iii. Multiple Values – denote whether a user can select multiple values from the displayed set.

iv. Stored Procedure – In this case we have multiple sources counties and hence the source for the county list needs to be specified.

v. Mnemonic – since EGrAMS uses a flexible data model, fields across grants need to have a common identifier.

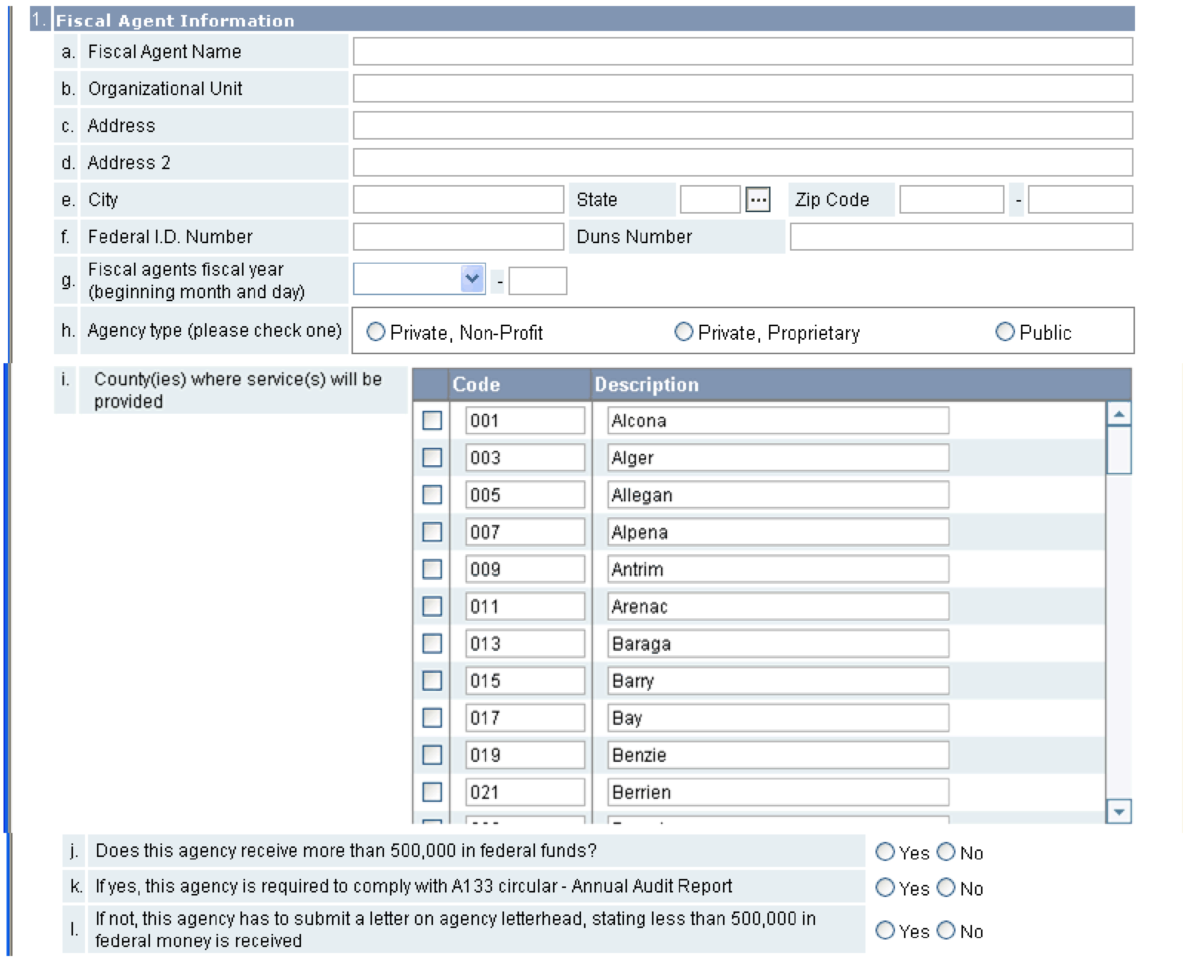
vi. Dependency – denotes whether the entry of this field is dependent on any other field

vii. Parent Mnemonic – denotes the parent dependent field

viii. Dependency – Value of the parent mnemonic

Section 1.104.4.3		Design Grant Application Screens and Build Grant Application Database
		Requirement

The preview of the above configuration as shown in *Fig 1.104.4.3(1.2)*.for Section 1 renders section 1 (Fiscal Agent Information) on the browser as shown in *Fig 1.104.4.3(1.3)*.



1. Fiscal Agent Information

a. Fiscal Agent Name

b. Organizational Unit

c. Address

d. Address 2

e. City | State | Zip Code | -

f. Federal I.D. Number | Duns Number

g. Fiscal agents fiscal year (beginning month and day) | -

h. Agency type (please check one) | Private, Non-Profit | Private, Proprietary | Public

i. County(ies) where service(s) will be provided

Code	Description
001	Alcona
003	Alger
005	Allegan
007	Alpena
009	Antrim
011	Arenac
013	Baraga
015	Barry
017	Bay
019	Benzie
021	Berrien

j. Does this agency receive more than 500,000 in federal funds? Yes No

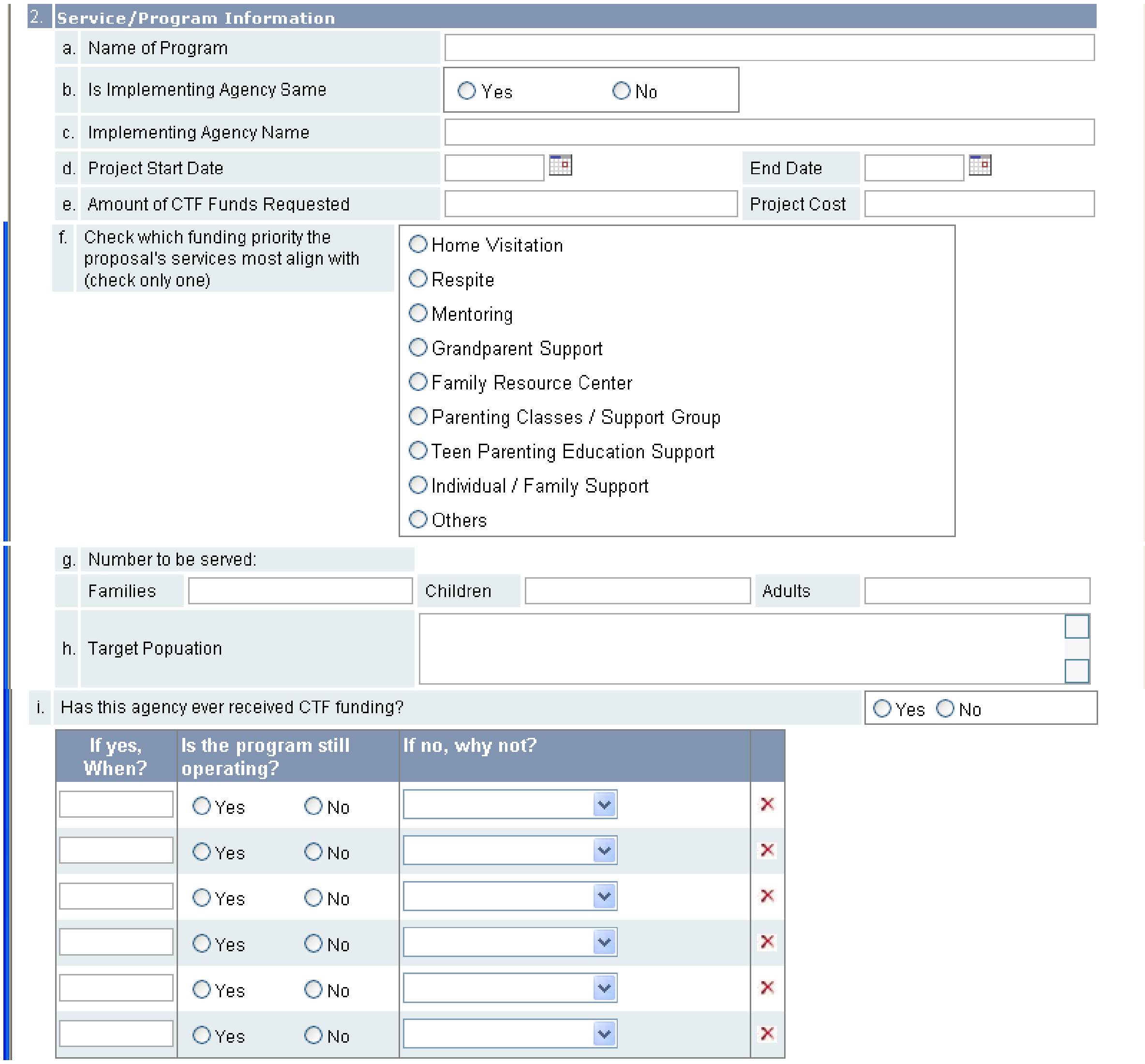
k. If yes, this agency is required to comply with A133 circular - Annual Audit Report Yes No

l. If not, this agency has to submit a letter on agency letterhead, stating less than 500,000 in federal money is received Yes No

Fig 1.104.4.3(1.3)

Section 1.104.4.3		Design Grant Application Screens and Build Grant Application Database
		Requirement

The preview of the above configuration as shown in *Fig 1.104.4.3(1.2)*.for Section 2 renders the section (Project/Program Information) on the browser as shown in *Fig 1.104.4.3(1.4)*.



2. Service/Program Information

a. Name of Program

b. Is Implementing Agency Same ◯ Yes ◯ No

c. Implementing Agency Name

d. Project Start Date — End Date

e. Amount of CTF Funds Requested — Project Cost

f. Check which funding priority the proposal's services most align with (check only one)

- ◯ Home Visitation
- ◯ Respite
- ◯ Mentoring
- ◯ Grandparent Support
- ◯ Family Resource Center
- ◯ Parenting Classes / Support Group
- ◯ Teen Parenting Education Support
- ◯ Individual / Family Support
- ◯ Others

g. Number to be served:

Families — Children — Adults

h. Target Popuation

i. Has this agency ever received CTF funding? ◯ Yes ◯ No

If yes, When?	Is the program still operating?		If no, why not?	
	◯ Yes	◯ No		✕
	◯ Yes	◯ No		✕
	◯ Yes	◯ No		✕
	◯ Yes	◯ No		✕
	◯ Yes	◯ No		✕
	◯ Yes	◯ No		✕

Fig 1.104.4.3(1.4)

Section 1.104.4.3	**Design Grant Application Screens and Build Grant Application Database**
Requirement	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	

The preview of the above configuration as shown in *Fig 1.104.4.3(1.2)*.for Section 3 renders Section 3 (Contact Information) on the browser as shown in *Fig 1.104.4.3(1.5)*. Multiple contact information may be entered

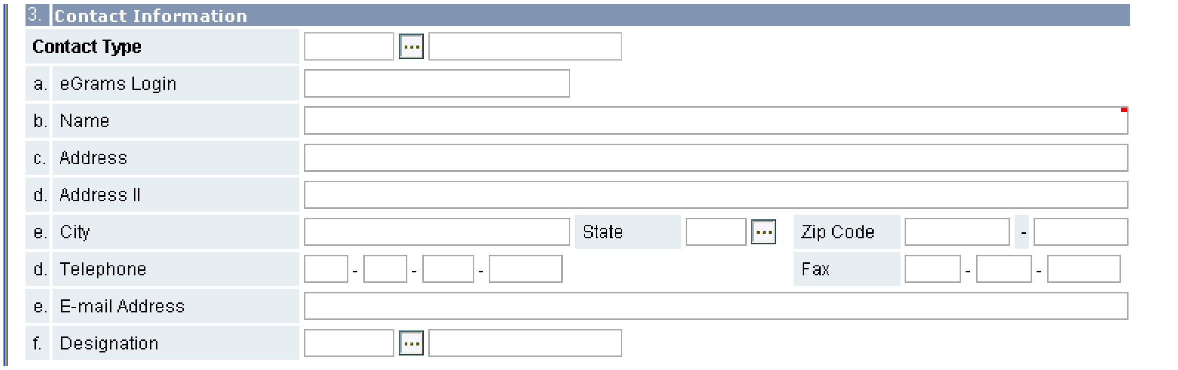


Fig 1.104.4.3(1.5)

NOTE: *Description of every configuration option is beyond the scope of this proposal.*

Section 1.104.4.3		Design Grant Application Screens and Build Grant Application Database
		Requirement

***Grant Program Configuration**– This functionality allows the grantor administrator to create a new grant. In addition, it is used to define various business rules such as the grant type, eligible agency types, number of years for funding, funding basis – increasing/decreasing/equal, match requirements, match limits/ restrictions, scoring levels, maximum scores, timelines, expenditure category validation - line item, tracking of modifications, revisions, amendments.*

Fig 1.104.4.3(1.6) is an example of the grant program configuration screen.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
	Requirement

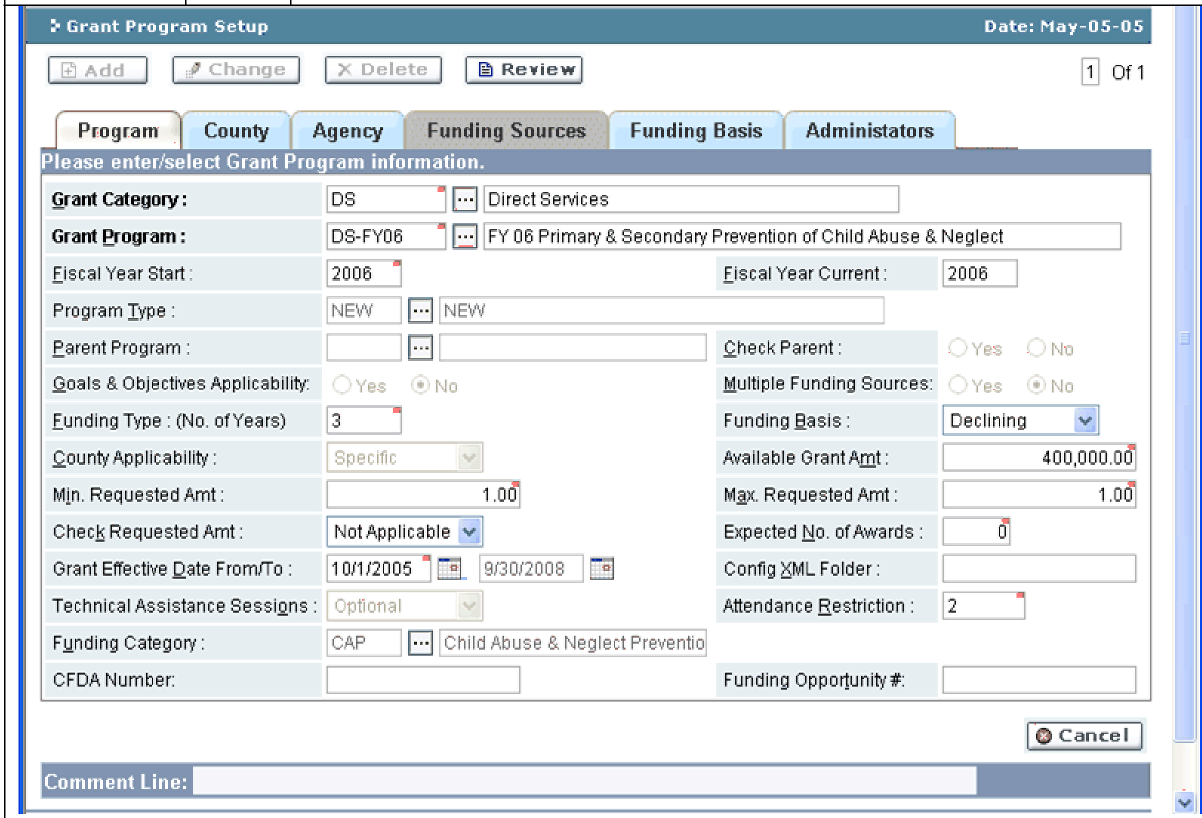


Fig 1.104.4.3(1.6)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
Ability to define all the parameters of a field such as: *a. Ability to define the data field type and the following elements of a field:* *1) Ability to define minimum and maximum field lengths.* *2) Ability to define whether it is a currency field or a number. Definition should include number of decimal points allowed.* *3) Define business rules for a numeric field including formulas for calculation.* *4) Ability to define relationship of one field to other fields.* *5) Ability to designate if the field is a "required" field.* *6) Ability to build an If/then/else relationship to other fields. (If the grantee marks field A as "Yes" then they are required to fill field B.)*	
Refer to response in section 1.104.4.3 (1, 3, 5)	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
b. Ability to define needs as dropdown boxes or as dynamic lists (a pop up box with all the possible sections). Ability to create, add, delete items from these drop down boxes or dynamic lists.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	

EGrAMS allows grant designers to identify the mechanism for invoking dropdowns and pop ups using the List option. List Values set to 'Yes' denotes that the system should automatically display all the available county values and setting List Values to 'No' denotes that the system should invoke a lookup and enable the user to select the desired values

Refer to response in section 1.104.4.3 (1)

The application administrator can maintain (add, change, delete, review) all lookup data using the appropriate setup screens.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	

c. Ability to preview application forms and move fields around for logical or aesthetic reasons.

All grant application configuration sections support a preview in HTML and PDF format for the respective sections. If any refinements are needed, modifications to the configuration may be made the respective sections.

Preview Configuration –This functionality allows a grant administrator may preview the entire grant application template configuration in PDF format after the configuration is error free. (NOTE: Individual application components may be previewed in HTML or PDF format at any time) If any refinements are needed, modifications to the configuration may be made to the respective sections.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	

d. Validate entered data on demand. Display error to user. Navigate to appropriate error section based on user selection. Please note that the error statements need to clearly describe the nature of the error.

Designer Component Validator – As mentioned in the earlier sections, a grant application package comprises of several components. The grant application may be configured over a period of several days. EGrAMS has a built in Designer Component validator to ensure that the configuration is complete and consistent across the various grant application sections. All errors in the configuration are displayed and the grant administrator may correct the configuration as required. This is an iterative process that works till no configuration errors are found.

Grant Application Validation –All grant applications are validated online and the system displays detailed error messages to aid the user correct the respective error. In addition to the error message a user may seek additional details on the error. EGrAMS displays the detailed explanation of the error with the detailed corrective action that needs to be taken by the user to correct the error.

All error messages, detailed errors and corrective actions required are stored in the database and the grant administrator may refine or re-word the error messages if required.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	

e. Ability to display help text to aid users in application entry

All grant components support entry of display of help text to aid the users in application entry.

f. Ability for grantors to add and delete data from help text fields.

All help text in the grant application designer components is configured / entered by the grant designer at the time of configuring the grant application package. This help text may be modified as required.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

Configure sections and sub-sections for the narrative section. Here are some examples of subsections:

a. *Project Summary.*
b. *Problem Statement.*
c. *Solution to the Problem Statement.*
d. *Ability to view and print all the sections of the proposal module in Portable Document Format (PDF).*
e. *Ability to download the narrative section to a Microsoft EXCEL format.*

Program/Project Narrative Section

The narrative section defines the project narrative information that needs to be collected in a grant application. The narrative section may have several sub sections such as Project summary, Project description, Evaluation and Documentation, Work Plan etc. Each of these sub section titles may be configured as per the requirements of the specific grant application. Further, each of these sub sections may have additional sub sections. (For example, Project Description may have sub sections such as Statement of Need, Target Population, Project Objectives and Activities, Agency Capacity, Collaboration, Feasibility of Funding beyond Grant Period, etc). There is no restriction on the number of sections, sub sections or the levels of sub sections for a grant application. Information under these sections could be of various data types (text, numeric, checkboxes, attachments, etc) and the application supports defining the business rules and scoring rules at the desired levels. The tool also supports a preview option to view the result of the configuration to facilitate layout refinements.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

Fig 1.104.4.3(1.7) is the configuration of the first level of sub section within the Narrative section.

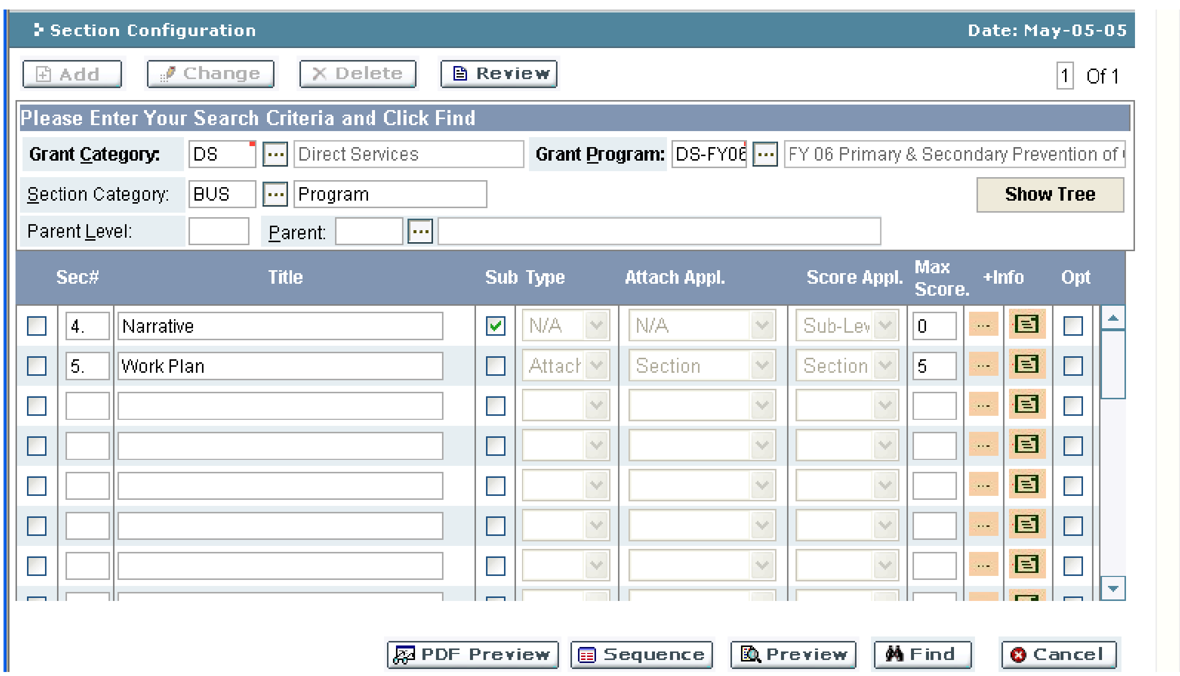


Fig 1.104.4.3(1.7)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

The configuration in *Fig 1.104.4.3(1.7)* denotes that there are two sub sections

1. Narrative – denotes that there are additional sub-sections, attachments are not allowed at the main sub section level, scoring is at individual sub sections and the section is mandatory.
2. Work Plan – denotes that it does not have further sub sections, is to be accepted as an attachment, scoring is at the respective level, has a maximum score of 5 points and the section is mandatory.

Clicking of 'Show Tree' display the various nodes or table of contents within each sub section as follows in *Fig 1.104.4.3(1.8)*

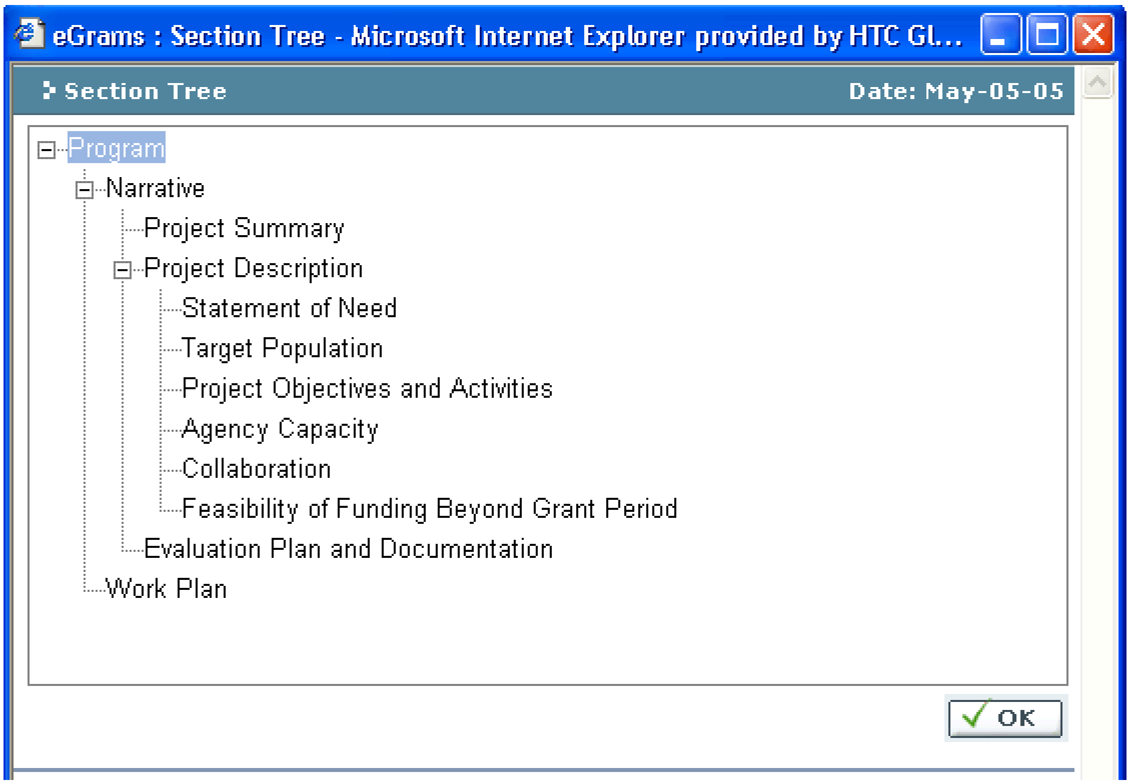


Fig 1.104.4.3(1.8)

Each section allows the end user to configure the required help text to aid the end user filling out the grant application as follows in *Fig 1.104.4.3(1.9)*

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

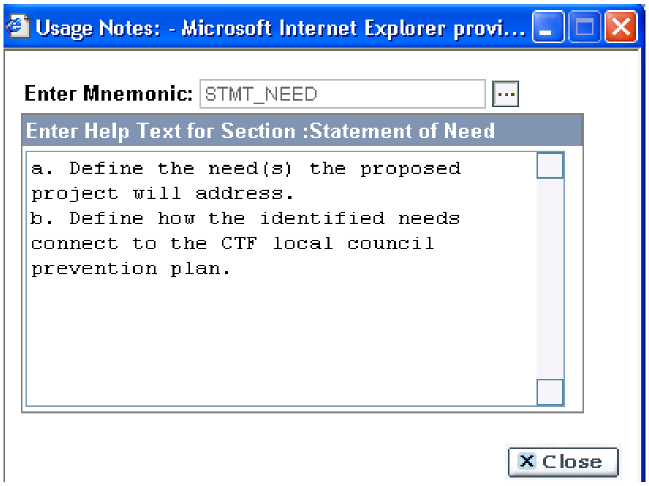


Fig 1.104.4.3(1.9)

The preview of the above configuration as shown in Fig 1.104.4.3(1.9) for 'Statement of Need' renders instruction on the browser as shown in Fig 1.104.4.3(2.0)

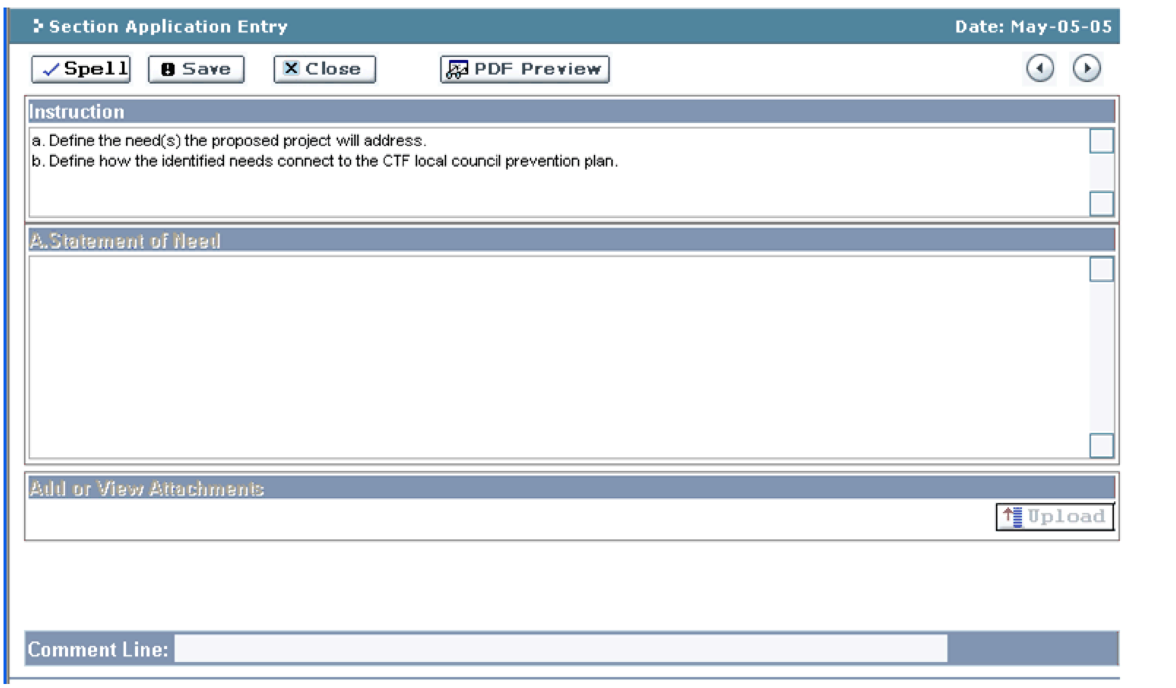


Fig 1.104.4.3(2.0)

The system supports previewing the configuration in HTML and PDF format. The system generates a PDF view of the entire grant application package using the 'Grant Application Preview' option after validation of the configuration.

Miscellaneous Section

This section is used to enter miscellaneous attachments types like resumes, support letters, references, 501@3 status, etc. Each attachment type supports multiple attachments and the data types supported are MS Word, EXCEL, PDF, bmp, gif, jpg and tif. Listed below is an example of the miscellaneous section configuration screen.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

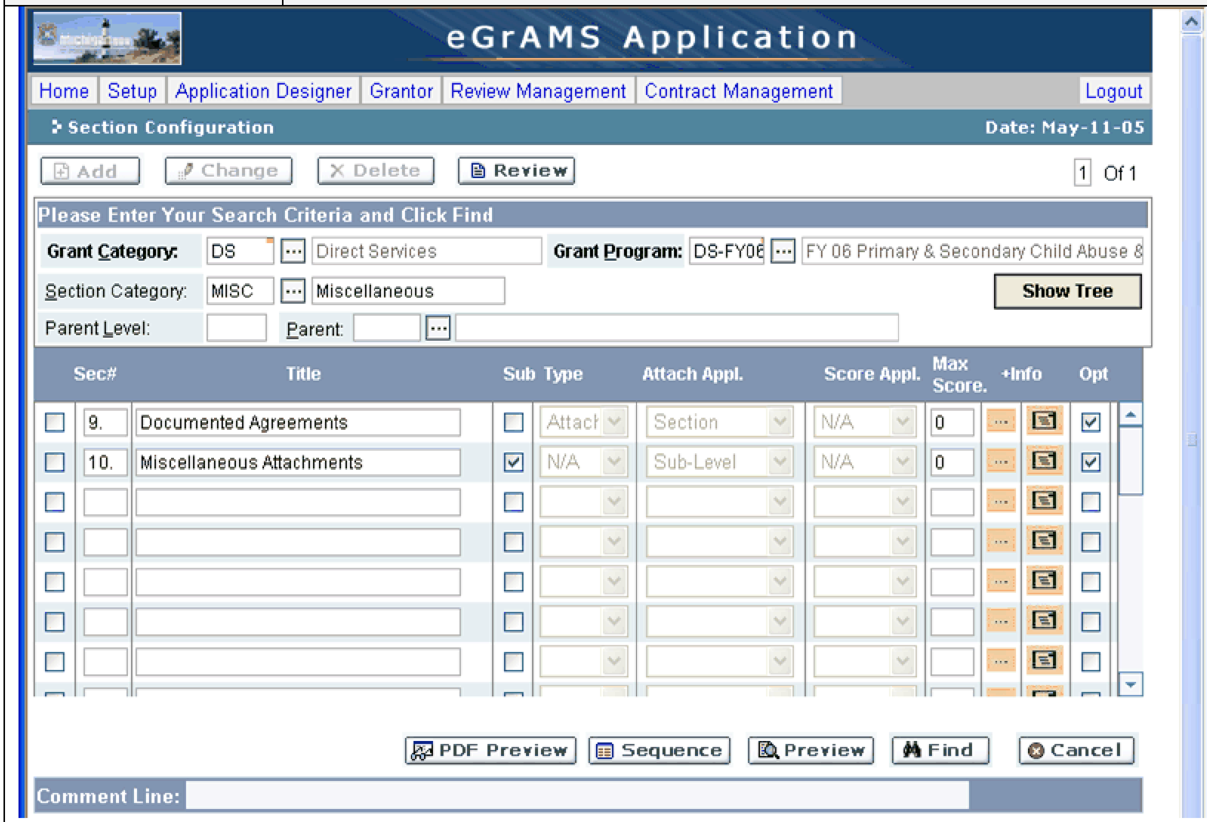


Fig 1.104.4.3(2.1)

The above example as shown in *Fig 1.104.4.3(2.1)* is configured that the miscellaneous section has two sub sections. The miscellaneous attachments sub sections allows further levels of sub sections. There is no scoring and the sectional are optional.

Listed below, in *Fig 1.104.4.3(2.2),* is an example of the various nodes of table of contents of the miscellaneous section.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

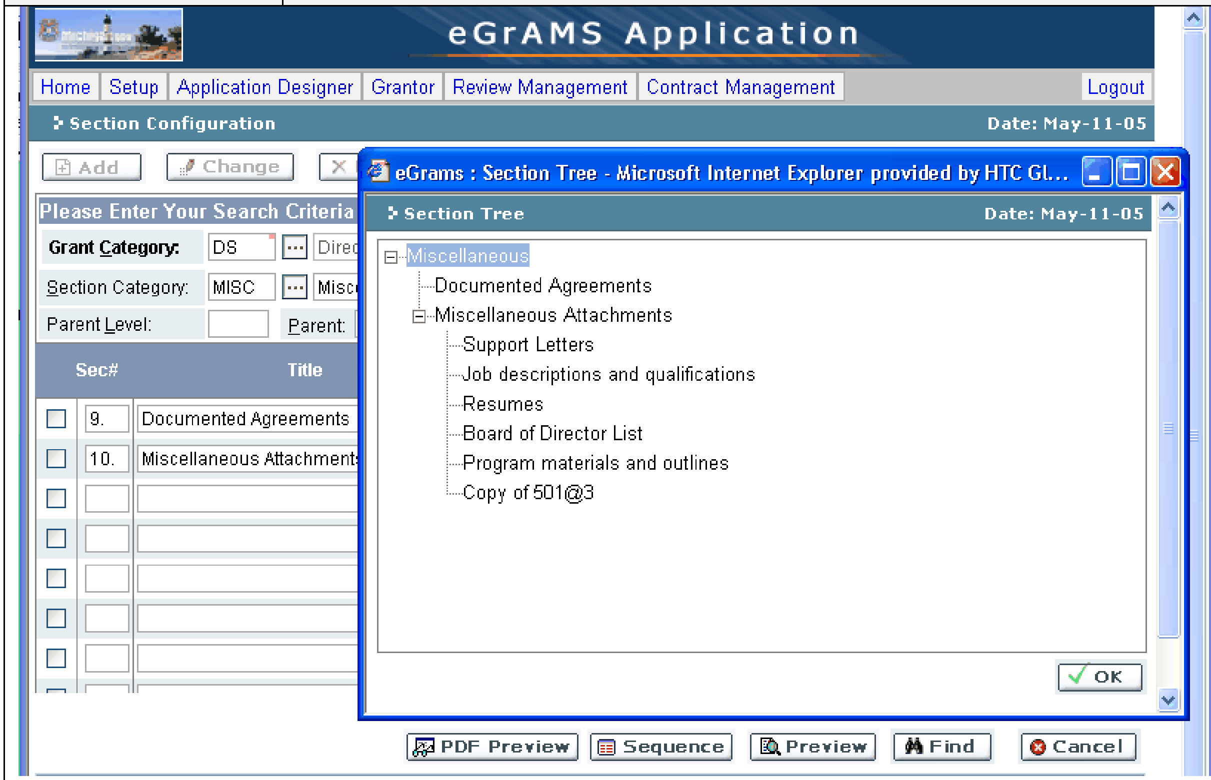


Fig 1.104.4.3(2.2)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
Applicants often combine and join together to apply for grants. They can form a consortium with one primary grantee serving as a fiscal agent for the grant. The consortiums are short –term agreements and are not same from year to year. Vendor must have the ability to capture demographic information and create fields to capture data from consortium members.	
At a Grant level configuration, a grant is identified whether it supports consortium through the consortium applicability. If a grant supports consortium, at the time of making a request, the grantee specifies that they would like to apply for the grant as a consortium. They also identify the grantee agencies that would be part of the consortium group.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	

Configure expense categories under the budget section. (It should also support validation rules like line item/subsidiary requirements, usage notes, business rules, restrictions, limits, etc).

a. *Ability to set up program level funding categories.*
b. *Ability to add/delete/modify budget-items*
c. *Ability to add/modify/view budget details for each budget item: Following are examples of budget items:*

   Object expenses:

   1) Salaries

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

2) Fringe benefits

3) Contract services

4) Supplies

5) Travel

6) Sub-awards and other pass through funds

7) Equipment & other capital expenditures

8) Other direct costs

9) Total direct costs (sum of 1-8)

10) Indirect costs

11) Total expenses (sum of 9 and 10)

d. *Ability to capture funding sources for a grant:*

Funding source:

1) Federal

2) State

3) Local government

4) Recipient

5) Program Income

6) Other revenue

7) In-kind (non-cash)

8) Total funds (sum of 1-7)

Please note that not all of these funding and budget items will be required for every grant. Some grants may require more budget and funding items and others may require less. These are the items included in the Uniform Data Elements and Definitions for Grant Budgeting and Financial Reporting that can be downloaded from website at http://www.nasact.org.

Budget Section

The Budget section is used to define the funding sources, budget expense categories, business rules and usage notes associated with each budget expense category. Budget categories support further classifications of Expenses or Revenues, Direct or Indirect. In addition, a collection of budget categories may also be grouped under a budget group. Each budget category may have unlimited subsidiaries or line items.

Listed below, in *Fig 1.104.4.3(2.3),* is the Budget Category configuration screen.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

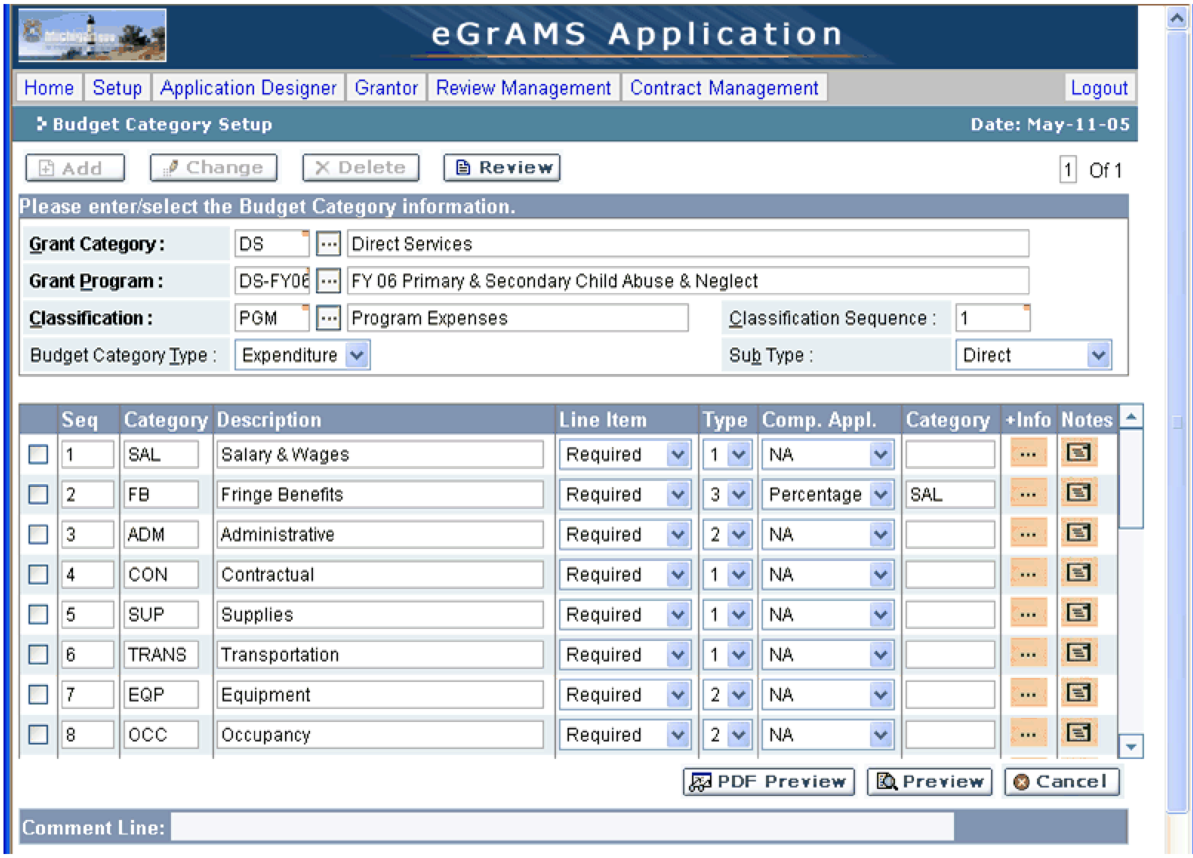


Fig 1.104.4.3(2.3)

The above screen, as shown in *Fig 1.104.4.3(2.3),* identifies the various Expense categories for a specific grant. It identifies the following

1. Sequence in which the expense categories should appear in the grant application
2. Line items or subsidiaries are mandatory
3. Type of information to be collected (e.g. Quantity, Units, Unit Rate, etc)
4. Composite Applicability – i.e whether an expense category is dependent on another category (e.g. In this case, Fringe Benefits is dependent on Salary & Wages)
5. Business Rules may be defined for each expense category at an individual expense category level, at a expense group level, at total expenditure level. (e.g. Total Supplies should be less than 20% of total expenditures or Expense should be a minimum of $500 for any item to be classified as Equipment, etc)
6. Usage Notes or Help Text – Usage notes may be configures for each expense category to aid the end user enter the appropriate information while entering the grant application. Listed below in *Fig 1.104.4.3(2.4)* is an example of the usage notes configured for Salary & Wages.

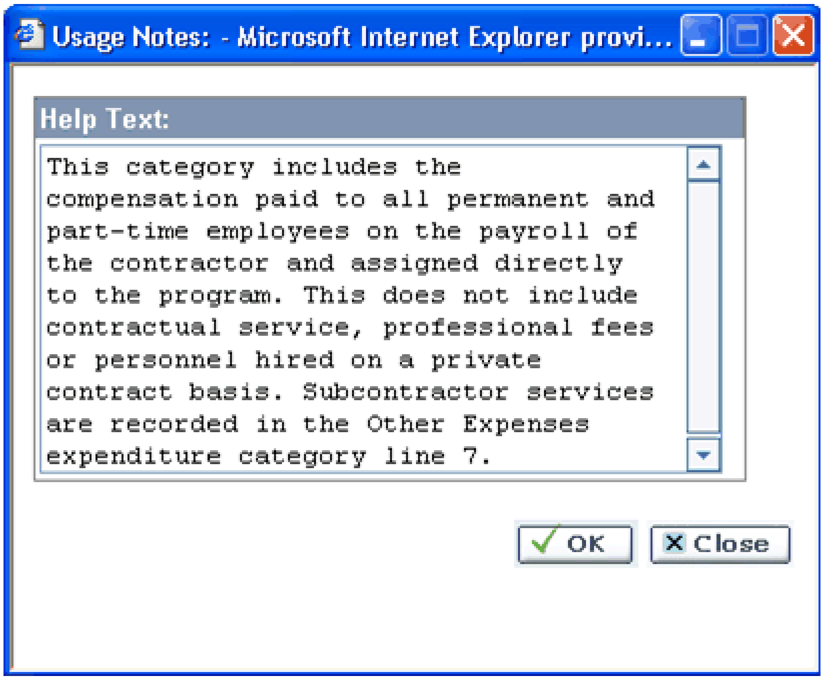


Fig 1.104.4.3(2.4)

Fig 1.104.4.3(2.5) is a preview of the screen of how the budget configuration will be displayed on the browser.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

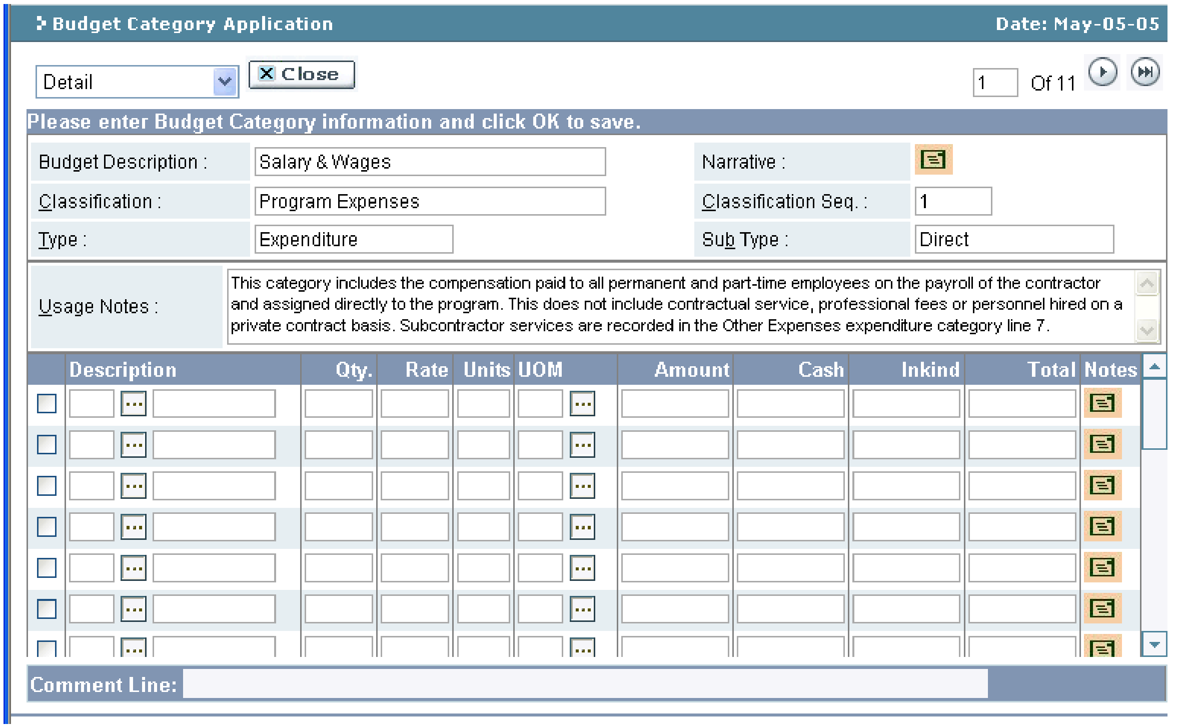


Fig 1.104.4.3(2.5)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

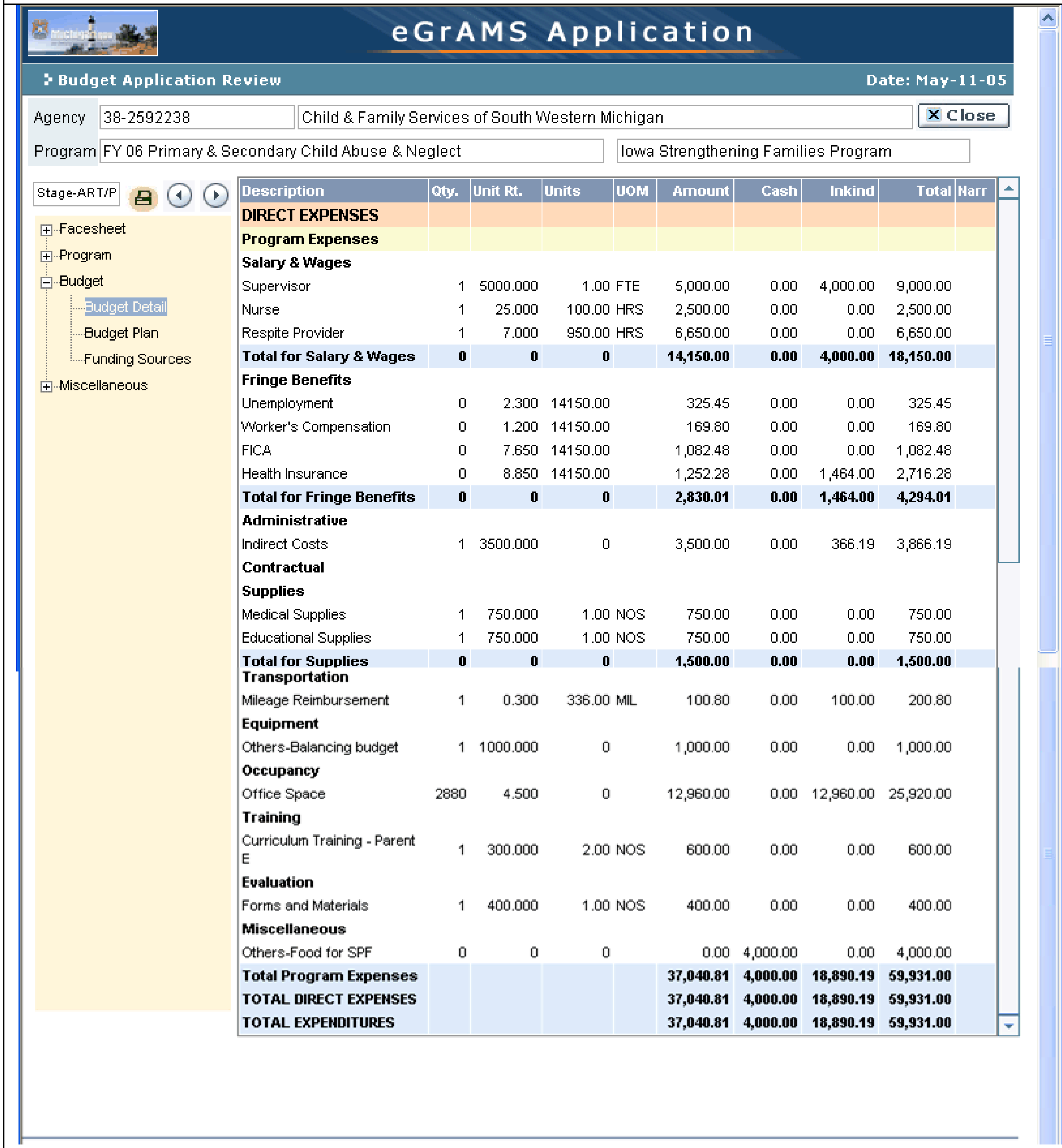
Requirement

e. *Ability to generate and view a Summarization of all Budget Items.*

EGrAMS supports viewing and printing of individual sections and well as the entire grant application in HTML and PDF format. Listed below, in *Fig 1.104.4.3(2.6),* is an example of the budget detail section.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement



eGrAMS Application

Budget Application Review — Date: May-11-05

Agency: 38-2592238 — Child & Family Services of South Western Michigan — Close

Program: FY 06 Primary & Secondary Child Abuse & Neglect — Iowa Strengthening Families Program

Stage-ART/P

- Facesheet
- Program
- Budget
  - Budget Detail
  - Budget Plan
  - Funding Sources
- Miscellaneous

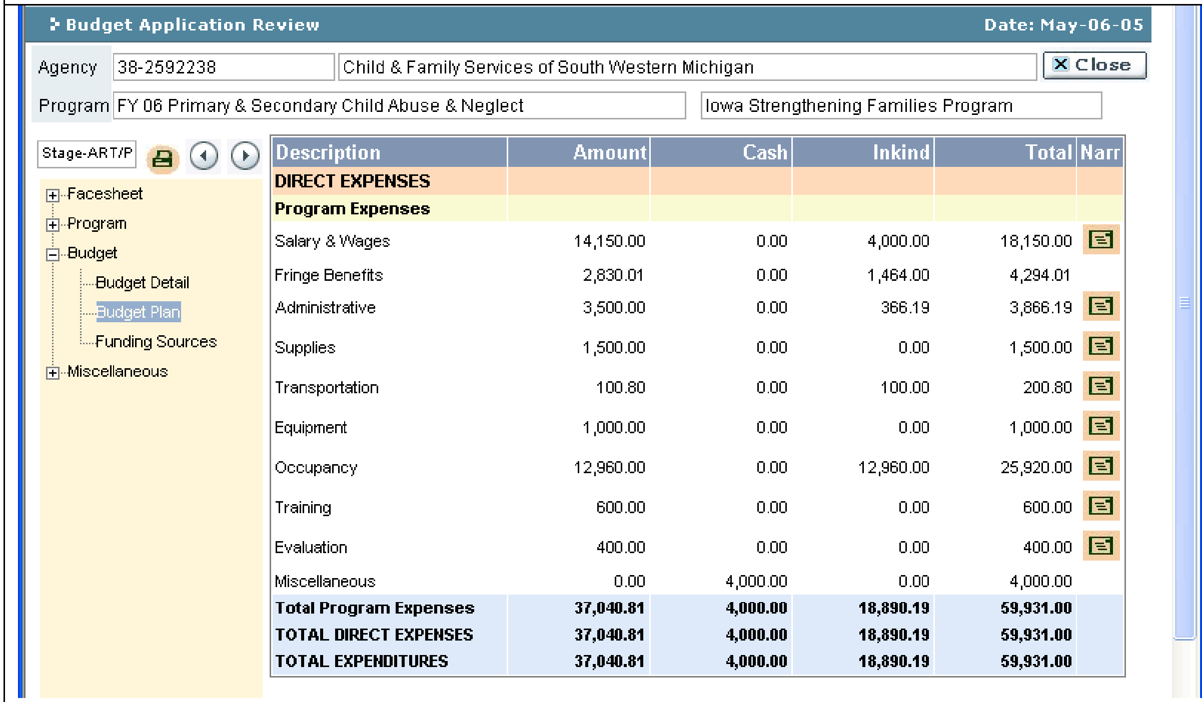
Description	Qty.	Unit Rt.	Units	UOM	Amount	Cash	Inkind	Total	Narr
DIRECT EXPENSES									
Program Expenses									
Salary & Wages									
Supervisor	1	5000.000	1.00	FTE	5,000.00	0.00	4,000.00	9,000.00	
Nurse	1	25.000	100.00	HRS	2,500.00	0.00	0.00	2,500.00	
Respite Provider	1	7.000	950.00	HRS	6,650.00	0.00	0.00	6,650.00	
Total for Salary & Wages	**0**	**0**	**0**		**14,150.00**	**0.00**	**4,000.00**	**18,150.00**	
Fringe Benefits									
Unemployment	0	2.300	14150.00		325.45	0.00	0.00	325.45	
Worker's Compensation	0	1.200	14150.00		169.80	0.00	0.00	169.80	
FICA	0	7.650	14150.00		1,082.48	0.00	0.00	1,082.48	
Health Insurance	0	8.850	14150.00		1,252.28	0.00	1,464.00	2,716.28	
Total for Fringe Benefits	**0**	**0**	**0**		**2,830.01**	**0.00**	**1,464.00**	**4,294.01**	
Administrative									
Indirect Costs	1	3500.000	0		3,500.00	0.00	366.19	3,866.19	
Contractual									
Supplies									
Medical Supplies	1	750.000	1.00	NOS	750.00	0.00	0.00	750.00	
Educational Supplies	1	750.000	1.00	NOS	750.00	0.00	0.00	750.00	
Total for Supplies	**0**	**0**	**0**		**1,500.00**	**0.00**	**0.00**	**1,500.00**	
Transportation									
Mileage Reimbursement	1	0.300	336.00	MIL	100.80	0.00	100.00	200.80	
Equipment									
Others-Balancing budget	1	1000.000	0		1,000.00	0.00	0.00	1,000.00	
Occupancy									
Office Space	2880	4.500	0		12,960.00	0.00	12,960.00	25,920.00	
Training									
Curriculum Training - Parent E	1	300.000	2.00	NOS	600.00	0.00	0.00	600.00	
Evaluation									
Forms and Materials	1	400.000	1.00	NOS	400.00	0.00	0.00	400.00	
Miscellaneous									
Others-Food for SPF	0	0	0		0.00	4,000.00	0.00	4,000.00	
Total Program Expenses					**37,040.81**	**4,000.00**	**18,890.19**	**59,931.00**	
TOTAL DIRECT EXPENSES					**37,040.81**	**4,000.00**	**18,890.19**	**59,931.00**	
TOTAL EXPENDITURES					**37,040.81**	**4,000.00**	**18,890.19**	**59,931.00**	

Fig 1.104.4.3(2.6)

Listed below, in *Fig 1.104.4.3(2.7),* is an example of the budget summary section.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement


Budget Application Review — Date: May-06-05

Agency: 38-2592238 — Child & Family Services of South Western Michigan — Close

Program: FY 06 Primary & Secondary Child Abuse & Neglect — Iowa Strengthening Families Program

Stage-ART/P

Facesheet / Program / Budget (Budget Detail, Budget Plan, Funding Sources) / Miscellaneous

Description	Amount	Cash	Inkind	Total	Narr
DIRECT EXPENSES					
Program Expenses					
Salary & Wages	14,150.00	0.00	4,000.00	18,150.00	
Fringe Benefits	2,830.01	0.00	1,464.00	4,294.01	
Administrative	3,500.00	0.00	366.19	3,866.19	
Supplies	1,500.00	0.00	0.00	1,500.00	
Transportation	100.80	0.00	100.00	200.80	
Equipment	1,000.00	0.00	0.00	1,000.00	
Occupancy	12,960.00	0.00	12,960.00	25,920.00	
Training	600.00	0.00	0.00	600.00	
Evaluation	400.00	0.00	0.00	400.00	
Miscellaneous	0.00	4,000.00	0.00	4,000.00	
Total Program Expenses	**37,040.81**	**4,000.00**	**18,890.19**	**59,931.00**	
TOTAL DIRECT EXPENSES	**37,040.81**	**4,000.00**	**18,890.19**	**59,931.00**	
TOTAL EXPENDITURES	**37,040.81**	**4,000.00**	**18,890.19**	**59,931.00**	

Fig 1.104.4.3(2.7)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

f. Ability to capture budget items for consortium members.

EGrAMS supports entry of budget information at various levels. For grant applications that are defined as consortiums, EGrAMS requires a separate budget entry for each grantee that is part of the respective consortium group. The consortium group budget is automatically summarized by the system.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

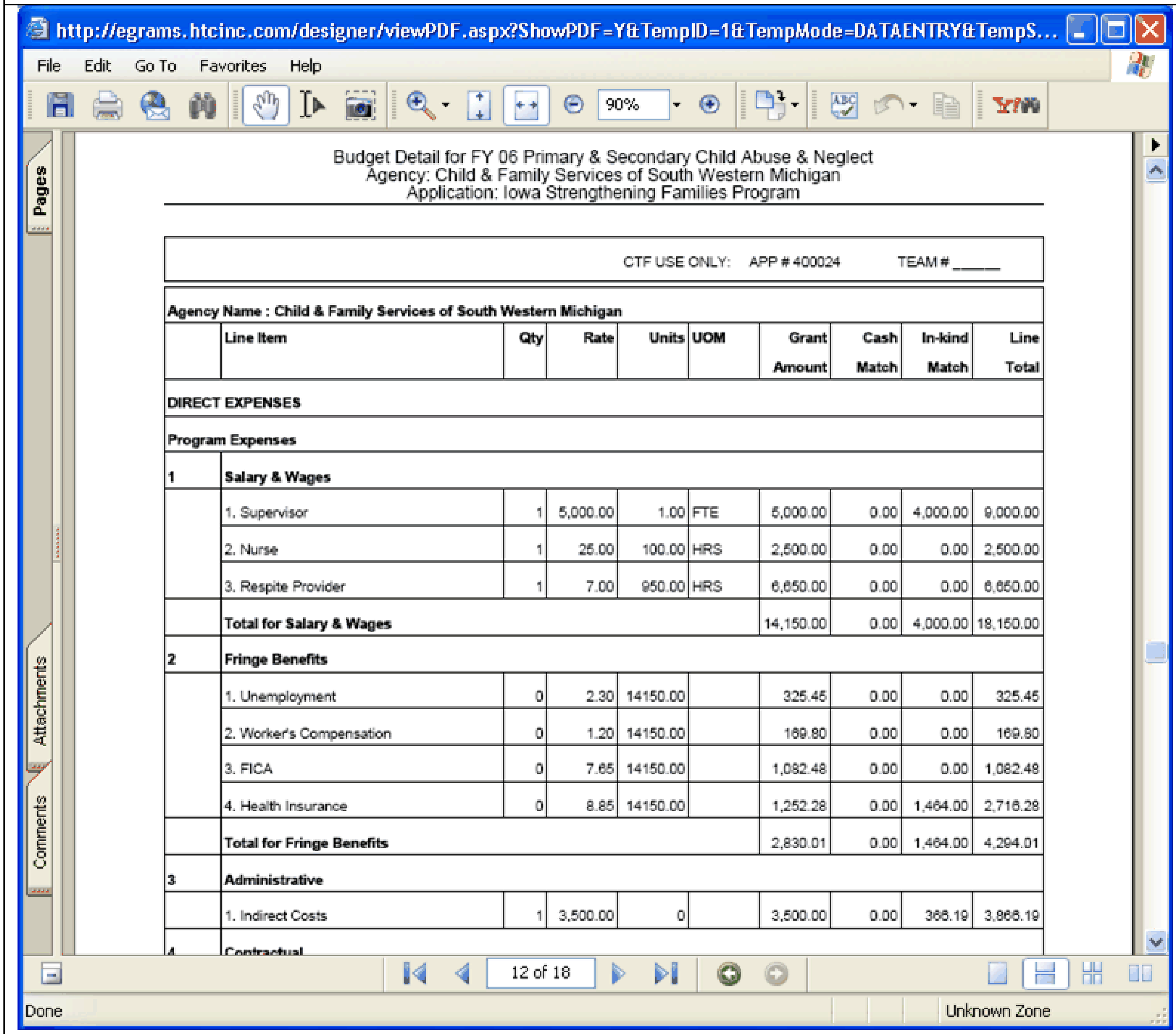
Requirement

g. Ability to view and print all Budget information in Portable Document Format (PDF).

Listed below, in *Fig 1.104.4.3(2.8),* is an example of the budget detail section in PDF format.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement



http://egrams.htcinc.com/designer/viewPDF.aspx?ShowPDF=Y&TempID=1&TempMode=DATAENTRY&TempS...

Budget Detail for FY 06 Primary & Secondary Child Abuse & Neglect
Agency: Child & Family Services of South Western Michigan
Application: Iowa Strengthening Families Program

CTF USE ONLY: APP # 400024 TEAM # _____

Agency Name : Child & Family Services of South Western Michigan

	Line Item	Qty	Rate	Units	UOM	Grant Amount	Cash Match	In-kind Match	Line Total
DIRECT EXPENSES									
Program Expenses									
1	**Salary & Wages**								
	1. Supervisor	1	5,000.00	1.00	FTE	5,000.00	0.00	4,000.00	9,000.00
	2. Nurse	1	25.00	100.00	HRS	2,500.00	0.00	0.00	2,500.00
	3. Respite Provider	1	7.00	950.00	HRS	6,650.00	0.00	0.00	6,650.00
	Total for Salary & Wages					14,150.00	0.00	4,000.00	18,150.00
2	**Fringe Benefits**								
	1. Unemployment	0	2.30	14150.00		325.45	0.00	0.00	325.45
	2. Worker's Compensation	0	1.20	14150.00		169.80	0.00	0.00	169.80
	3. FICA	0	7.65	14150.00		1,082.48	0.00	0.00	1,082.48
	4. Health Insurance	0	8.85	14150.00		1,252.28	0.00	1,464.00	2,716.28
	Total for Fringe Benefits					2,830.01	0.00	1,464.00	4,294.01
3	**Administrative**								
	1. Indirect Costs	1	3,500.00	0		3,500.00	0.00	366.19	3,866.19
4	**Contractual**								

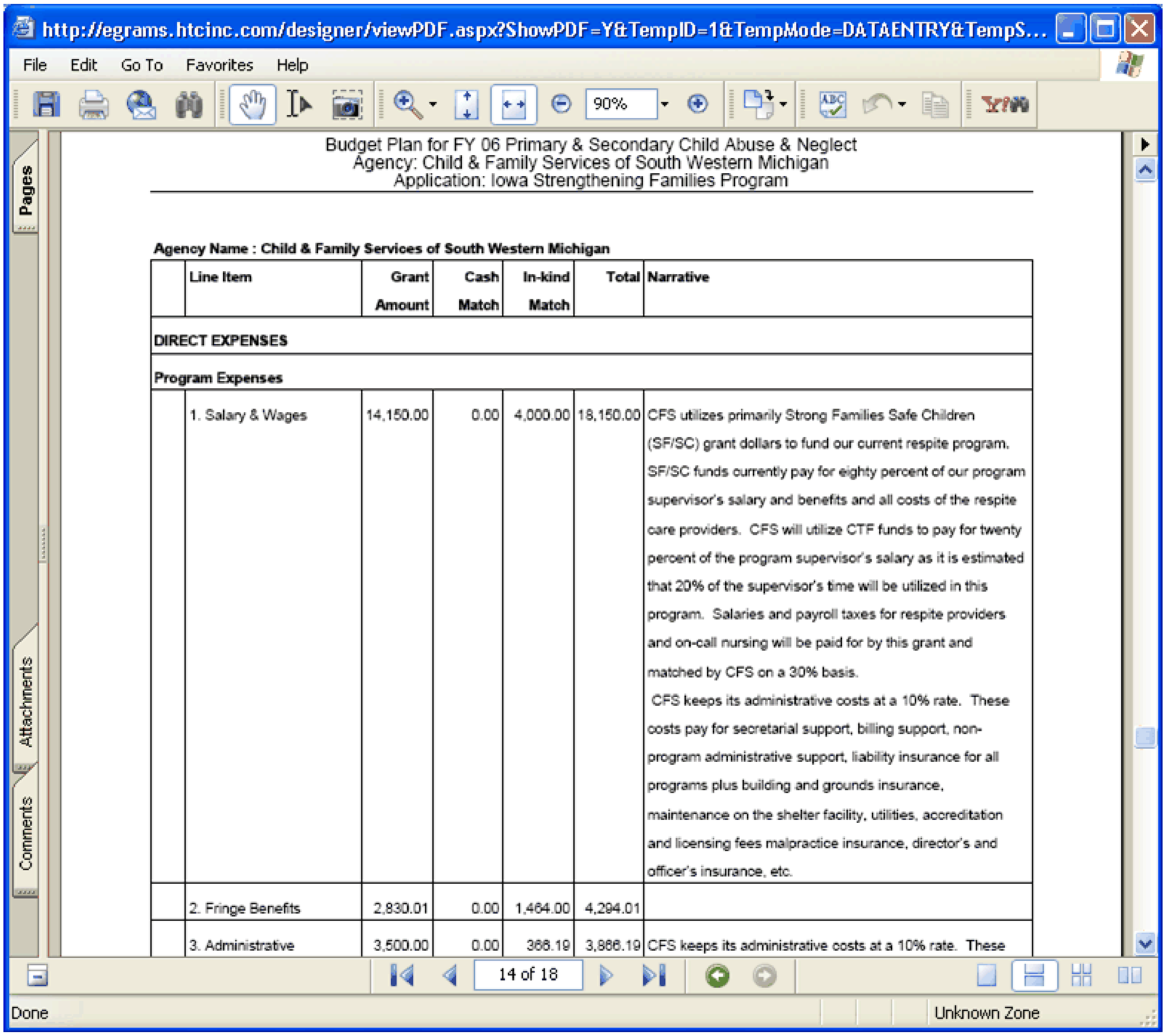
12 of 18

Done Unknown Zone

Fig 1.104.4.3(2.8)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Listed below, in *Fig 1.104.4.3(2.9),* is an example of the budget summary section in PDF format.



Budget Plan for FY 06 Primary & Secondary Child Abuse & Neglect
Agency: Child & Family Services of South Western Michigan
Application: Iowa Strengthening Families Program

Agency Name : Child & Family Services of South Western Michigan

	Line Item	Grant Amount	Cash Match	In-kind Match	Total	Narrative
DIRECT EXPENSES						
Program Expenses						
	1. Salary & Wages	14,150.00	0.00	4,000.00	18,150.00	CFS utilizes primarily Strong Families Safe Children (SF/SC) grant dollars to fund our current respite program. SF/SC funds currently pay for eighty percent of our program supervisor's salary and benefits and all costs of the respite care providers. CFS will utilize CTF funds to pay for twenty percent of the program supervisor's salary as it is estimated that 20% of the supervisor's time will be utilized in this program. Salaries and payroll taxes for respite providers and on-call nursing will be paid for by this grant and matched by CFS on a 30% basis. CFS keeps its administrative costs at a 10% rate. These costs pay for secretarial support, billing support, non-program administrative support, liability insurance for all programs plus building and grounds insurance, maintenance on the shelter facility, utilities, accreditation and licensing fees malpractice insurance, director's and officer's insurance, etc.
	2. Fringe Benefits	2,830.01	0.00	1,464.00	4,294.01	
	3. Administrative	3,500.00	0.00	366.19	3,866.19	CFS keeps its administrative costs at a 10% rate. These

Fig 1.104.4.3(2.9)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

h. Ability to capture explanation for each budget.

i. Ability to download all budget information to a Microsoft EXCEL format.

EGrAMS supports entry of budget narratives at the budget category level. In addition, EGrAMS also supports additional notes or explanation at individual line item levels. Listed below, in *Fig 1.104.4.3(3.0),* is an example of budget narratives at the expense category level.

EGrAMS supports download of all budget information using the Generic Reporting Tool (GRT) using the download option.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

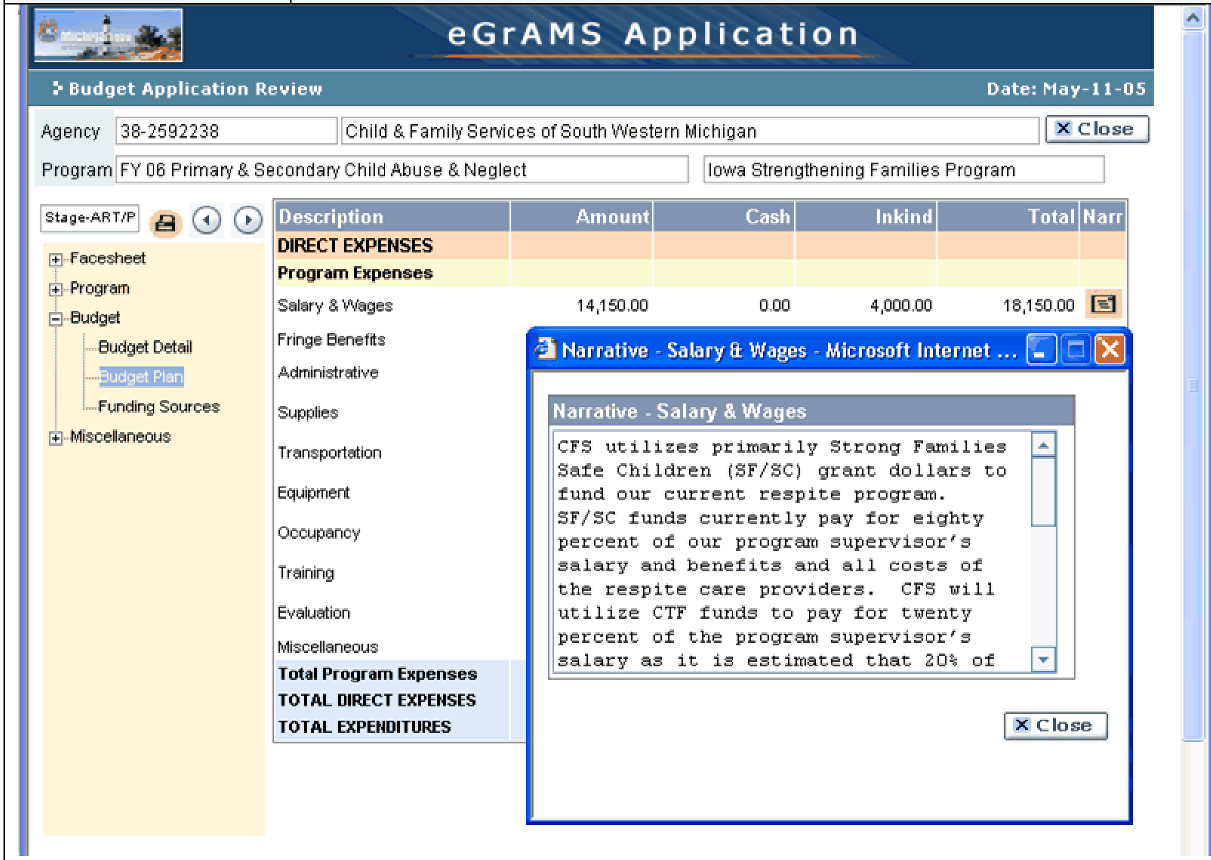


Fig 1.104.4.3(3.0)

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Requirement

Ability to preview configuration and publish grant.

Designer Component Validator – As mentioned in the earlier sections, a grant application package comprises of several components. The grant application may be configured over a period of several days. EGrAMS has a built in Designer Component validator to ensure that the configuration is complete and consistent across the various grant application sections. All errors in the configuration are displayed and the grant administrator may correct the configuration as required. This is an iterative process that works till no configuration errors are found.

Preview Configuration –This functionality allows a grant administrator may preview the entire grant application template configuration in PDF format after the configuration is error free. (NOTE: Individual application components may be previewed in HTML or PDF format at any time) If any refinements are needed, modifications to the configuration may be made.

Publish – This enables the grantor administrator to publish the grant package. Once published, no changes can be made to the grant configuration.

Grants Opportunity Notification - This component sends out email notifications to potential grantees that registered to receive automatic notification for grant programs of their interest when the respective new grants are published.

Copy / Delete Designer Components – A grantor agency may support multiple grant. Most of the grants may be similar although not identical. The Copy Designer Components function allows grantor administrators to create a new grant package from an existing grant package configuration. It supports copying components from multiple grant packages. This drastically reduces the overall configuration time and a new grant program can be created in minutes. Any minor edits or changes may be made to the copied configuration as required.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
Copy / Delete Grant Agreement template – Allows grantor administrators to create new grant agreement templates from and existing grant agreement template configuration.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
Ability to use and ad-hoc reporting tool to search, choose and create custom reports. The vendor needs to provide the ability to create report headings and save reports.	
Ad-hoc Reporting – Refer to Generic Reporting Tool (GRT) functionality in section 1.104.3 and section 1.104.3.2.2.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Requirement	
Ability to accept and store application data a. *Validate timeline for submission.*	
EGrAMS supports defining a timeline for each grant as one of the designer component configuration. The timeline function allows the grant administrator to define the various dates for the respective grant. e.g. CONTRACT publish date, Q&A applicability, Last date for Q&A, Grant Application Submission date, late submission penalty applicability, Grant Application Submission date with penalty (if applicable), Review Distribution, Review Start, Approval, Contract, Appeal, etc. All dates are validated against a specific action and the system automatically restricts users from performing the requested action. e.g. Submitting Q&A after the last date for Q&A submission, Submitting a grant application after the last date for grant application submission, etc.	
Section 1.104.4.3	**Design Grant Application Screens and Build Grant Application Database**
b. *Restrict submission until error free*	
All grant application validations are performed online by the system. The system restricts users from submitting their grant applications unless they are error free.	
Section 1.104.4.3	**Design Grant Application Screens and Build Grant Application Database**
c. *Ability to acknowledge grant application and notify the grantee with a receipt.*	
On selecting a request to submit a grant application, they system displays a confirmation message indicating that the applicant is about to submit their application to the grantor agency. It also warns them that once the submission has been completed, no edits can be made to the application and whether they like to proceed. If they confirm the request, the application displays a successful submission message as follows: 'You application has been successfully submitted to <grantor agency name> at <date> <time>. You may check the status of your application at any time by selecting the 'Review Application Status' option in the EGrAMS application. Please print this acknowledgement for your records. On selection of 'Print' the system prints the above acknowledgement.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Create the ability for grantor and grantee to attach documents to the grant application.	
Each section in the grant application is configured to allow / disallow attachments. Any section / sub section that is configured to accept attachments will allow a user to upload attachments. Each section / sub section that allows attachments supports multiple attachments and the data types supported are MS Word, EXCEL, PDF, bmp, gif, jpg and tif.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Ability for grantees and grantors to access previous year's grant applications and "cut and paste" to new application.	
Grantors and grantees may access applications they have access to for any prior years. In addition, when they are creating a new grant they may use the 'copy and paste' option to copy selective sections of the prior year application.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Ability to create Grant Certification and Assurance language and link to a particular field in the application. a. *Grant Certification and Assurance language will be a pop up window that allows the grantor to obtain assurances that are required. Grantee should not be allowed to "submit application" until all assurances have been accepted and acknowledged per business rules by the grantee.*	
The Grant Certifications and Assurances are configured as a section within the grant application and the corresponding text and language is user configured. Each section within a grant application is identified as mandatory or optional. Based on the configuration, the system will restrict grantees from submitting their grant applications unless all the required Grant Certifications and Assurances have been accepted by the grantee.	
Section 1.104.4.3	**Design Grant Application Screens and Build Grant Application Database**
b. *Grant Certifications and Assurance language may be created for an entire State agency and should be shareable by the different grant programs.*	
Currently, Grant Certifications and Assurances are set up at a grantor agency level and may be shared across all grants for the respective grantor agency.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Ability for system to generate error statements. a. *Error statements must be user friendly and must provide a full and easy to understand statements that describe the error.*	
All grant applications are validated online and the system displays detailed error messages to aid the user correct the respective error. In addition to the error message a user may seek additional details on the error. EGrAMS displays the detailed explanation of the error with the detailed corrective action that needs to be taken by the user to correct the error. All error messages are stored in the database and the grant administrator may refine or re-word the error messages if required.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Ability to set up audit trail fields. a. *Ability to create date/time stamp field associated with changes were made to grant application*	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
b. *Ability to create and track username of person making the last change to the grant application*	
All information in the database has an audit trail of when and by whom a record was created (date, time, user id) when and by whom was a record last updated (date, time, user id). In addition, the system also stores the details prior to the change made to the respective section of the grant application.	

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database
Ability to generate a tree structure. a. *The vendor must provide the ability for a grant designer to generate a tree structure for a grant based on the grant's application structure. An example of a tree structures is provided in Appendix E:*	
The designer automatically generates a tree view of the various sections and sub sections within a grant application. Listed below, in *Fig 1.104.4.3(3.1),* is an example of the tree view in the designer module.	

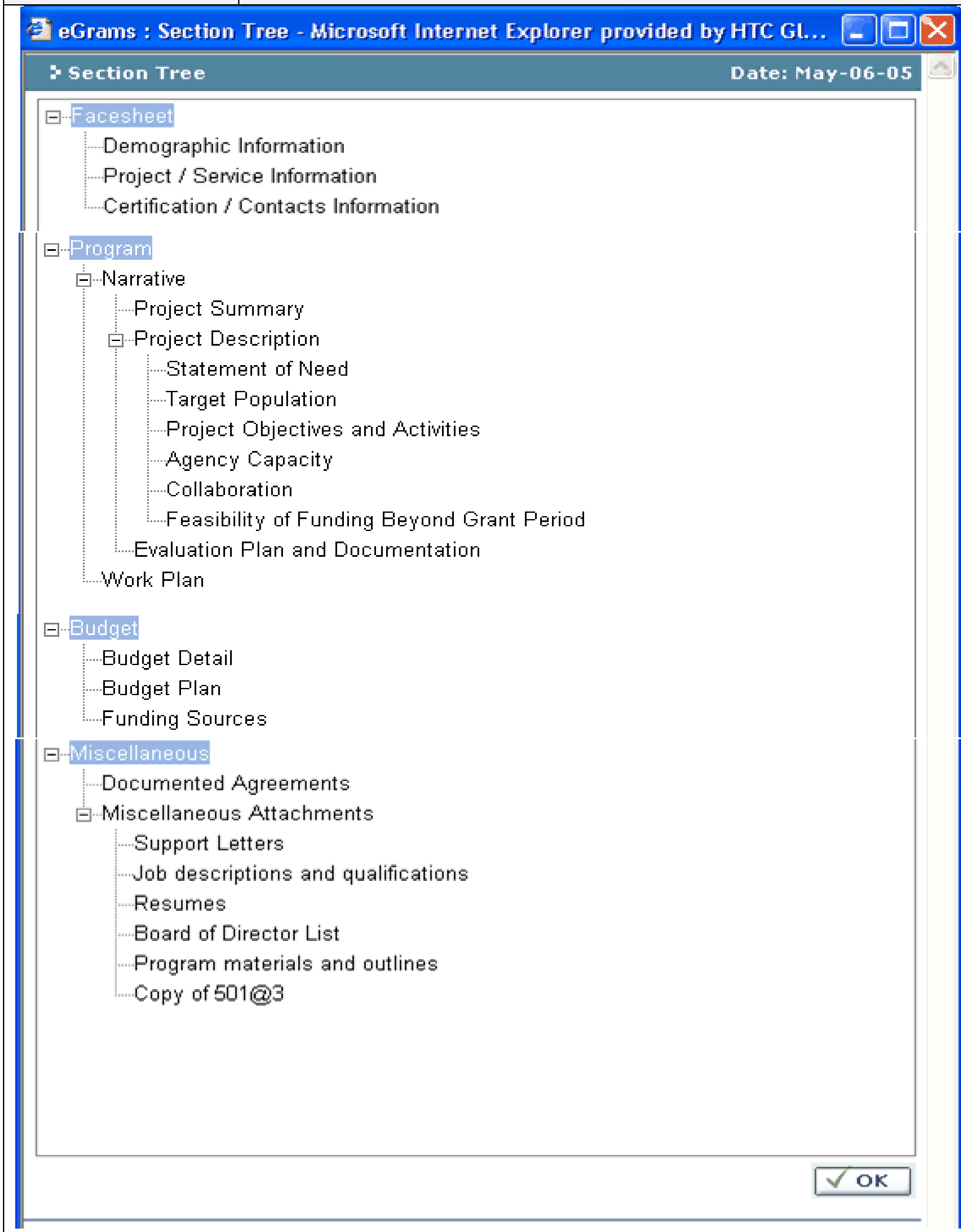
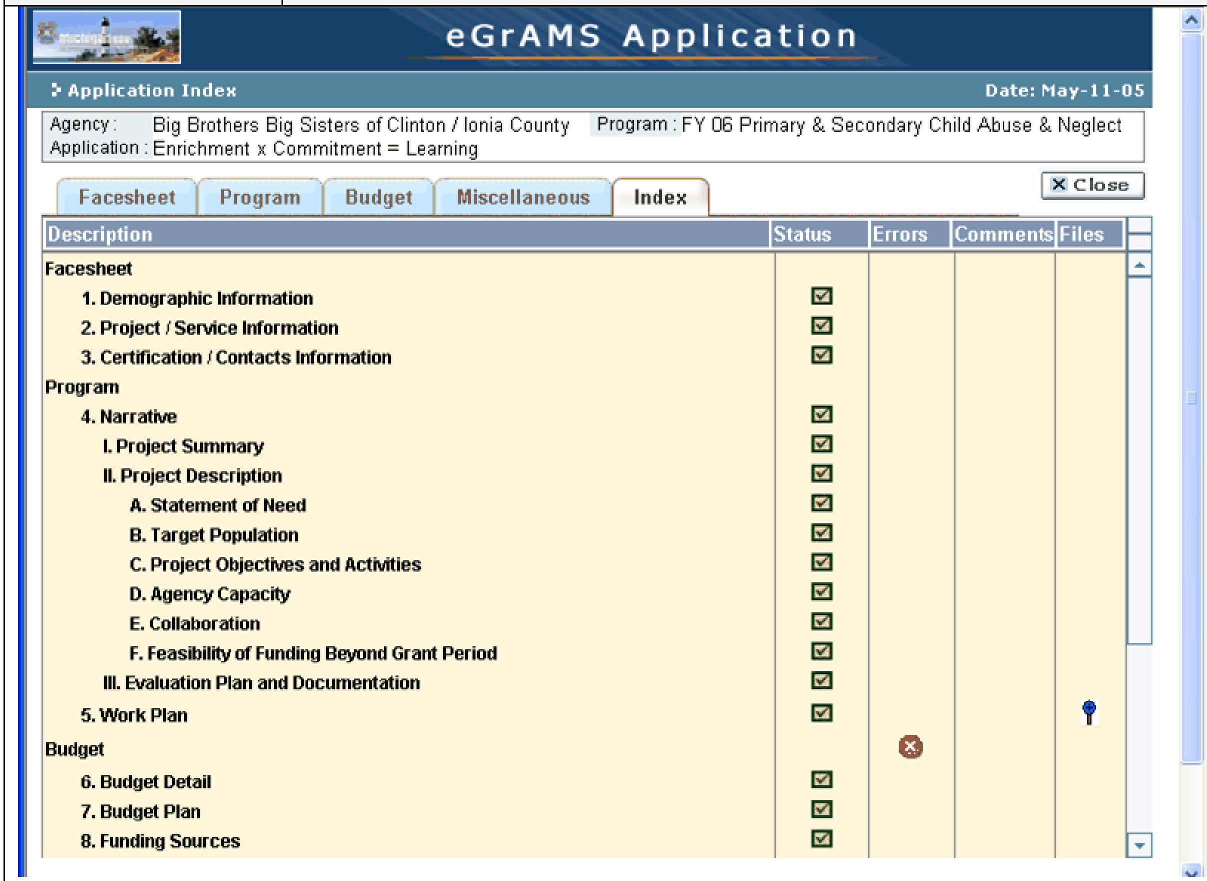


Fig 1.104.4.3(3.1)

Listed below, in *Fig 1.104.4.3(3.2),* is an example of the Index or Table of Contents view in the Grant Application Entry.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database

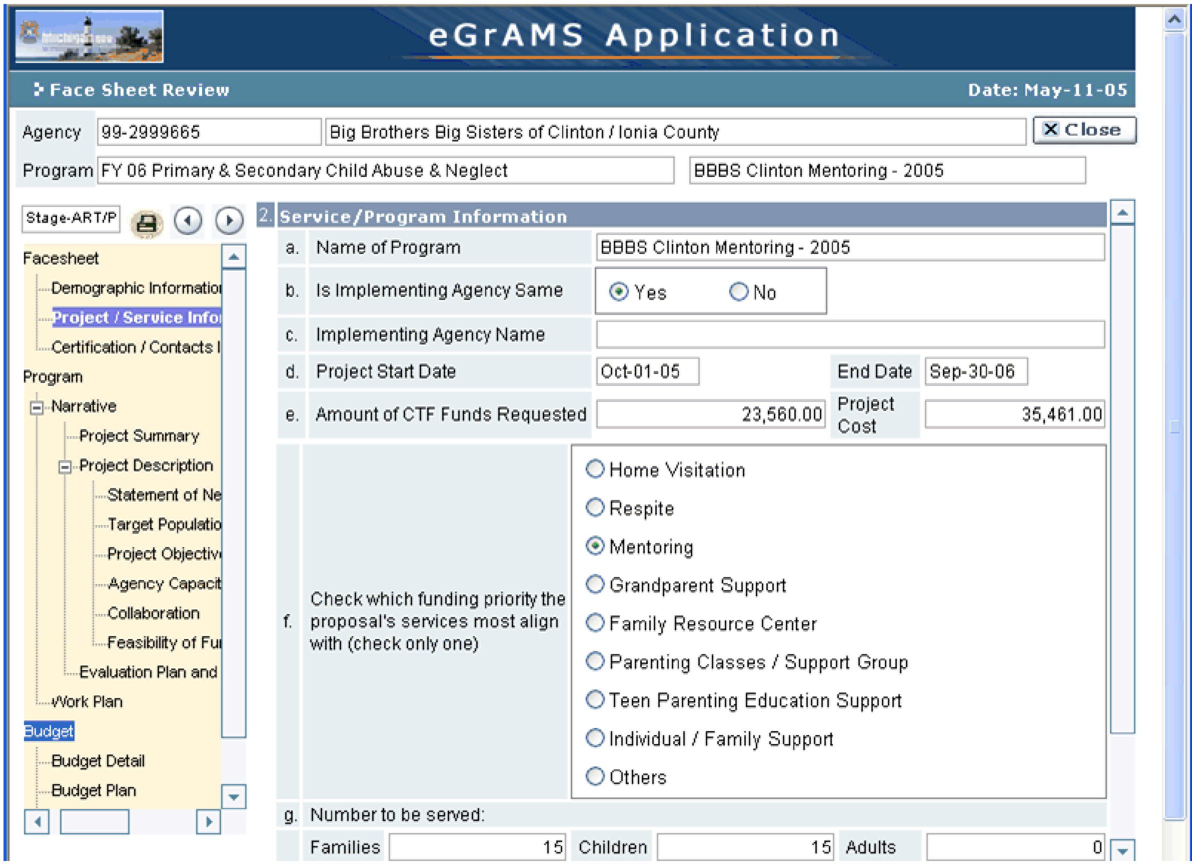


1.104.4.3(3.2)

The above tree structure also displays the sections that are complete, erroneous, sections that have comments, attachments, etc.

Listed below, in *Fig 1.104.4.3(3.3),* is another tree structure that displays the content of the respective section.

Section 1.104.4.3	Design Grant Application Screens and Build Grant Application Database



1.104.4.3(3.3)

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation

Requirement

1. *Add users with appropriate level of security. (See security requirements 1.104.2)*
2. *The system will allow the applicant to access specific grants applications – based on ownership. The creator of the grant application will control ownership of the grant application and all authorized users that are designated by the organization as being the authorized users. See security requirements1.104.2,*

Each grantee makes a formal Grantee Project Manager request to a grantor agency to act as a local administrator for a specific grant. The request is reviewed and approved by the grantor agency grant administrator. Once a Grantee Project Manager request has been approved, that user (Grantee Project Manager on the grant) has to ability to assign users from their grantee agency to the application. The Grantee Project Manager can also assign application section level access (e.g. User 1 has Read/Write access to all sections of the application, User 2 has Read Access to the Face Sheet and Write Access to the Narrative section and No access to the Budget and other sections, etc).

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation

Requirement

3. *View all users (for the grant application owner's organization).*
4. *Ability to add to authorized users list.*

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation
Requirement	
A Grantee Project Manager can view all users assigned to the grant application. They can also assign users as Grantee Project Managers on the same grant application, if required.	

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation
Requirement	
Ability to change user profiles. (See security requirements 1.104.2)	
In EGrAMS, user profiles are created and maintained by individual users and a Grantee Project Manager cannot change the user profile of another person. However a grantor system administrator can change profile information of any user.	

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation
Requirement	
Fill out grant application.	
Access to fill out grant applications is controlled by a role and responsibility or permission code to function level configuration. All user roles and permission codes that are configured to fill out / edit grant applications can perform the respective function.	

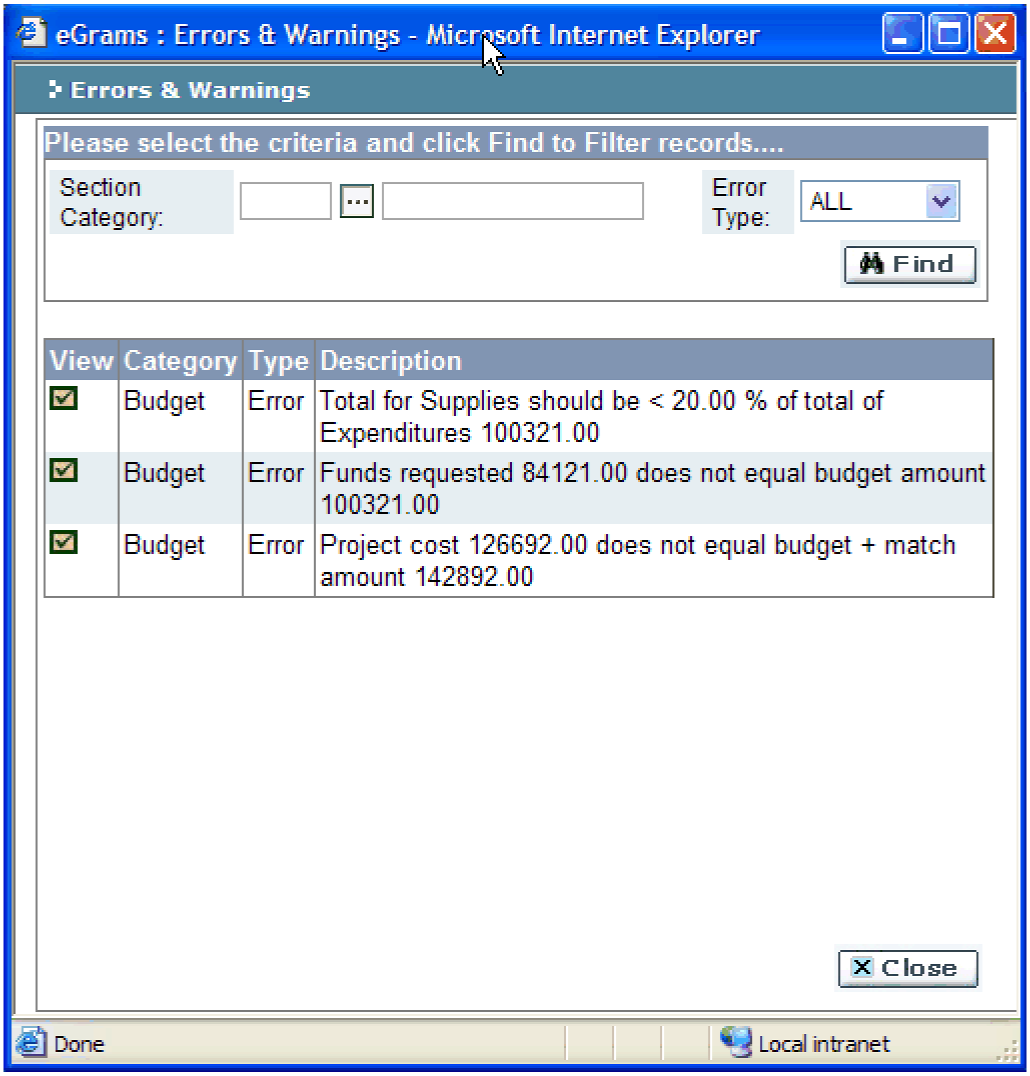
Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation
Requirement	
View help-screens.	
All screen related help screens are viewable by users that have access to the respective screen.	

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation
Requirement	
Save incomplete applications. *Print incomplete applications.*	
In EGrAMS, a grant application may be filled out page by page. The application may be filled out in any order and the user may save the information entered for each page. If any information has changed on a page and the user tries to navigate to a different page, the system will display a warning that the information has not been saved. All information entered is saved even if the application is incomplete. The user has the ability to view the entire Index or Table of Contents of the application to get a visual view of the sections that are completed.	

Section 1.104.4.4	Build Grantee Functionality for Grant Application Creation

Requirement
View errors in application prior to submission.

EGrAMS has a built in valuator that validates the grant application against all the configured business rules. The system will not allow a user to submit their application unless the application is error free. On selection of View Error, the system displays the error details window as follows in *Fig 1.104.4.4(1.0).*



1.104.4.4(1.0)

Clicking on the tick mark of the respective error take the user directly to the erroneous page to facilitate error corrections.

Section 1.104.4.4	**Build Grantee Functionality for Grant Application Creation**

Requirement

Add attachments to grant applications. Please note that the grantee should be able to add multiple attachments. Also, grantee needs to have the ability to indicate if the attachment is being sent by US mail.

Each section in the grant application is configured to allow / disallow attachments. Any section / sub section that is configured to accept attachments will allow a user to upload attachments. Each section / sub section that allows attachments supports multiple attachments and the data types supported are MS Word, EXCEL, PDF, bmp, gif, jpg and tif.

EGrAMS does not have the feature to indicate that an attachment is being sent by US mail. However, the system can be customized to address the specified requirement.

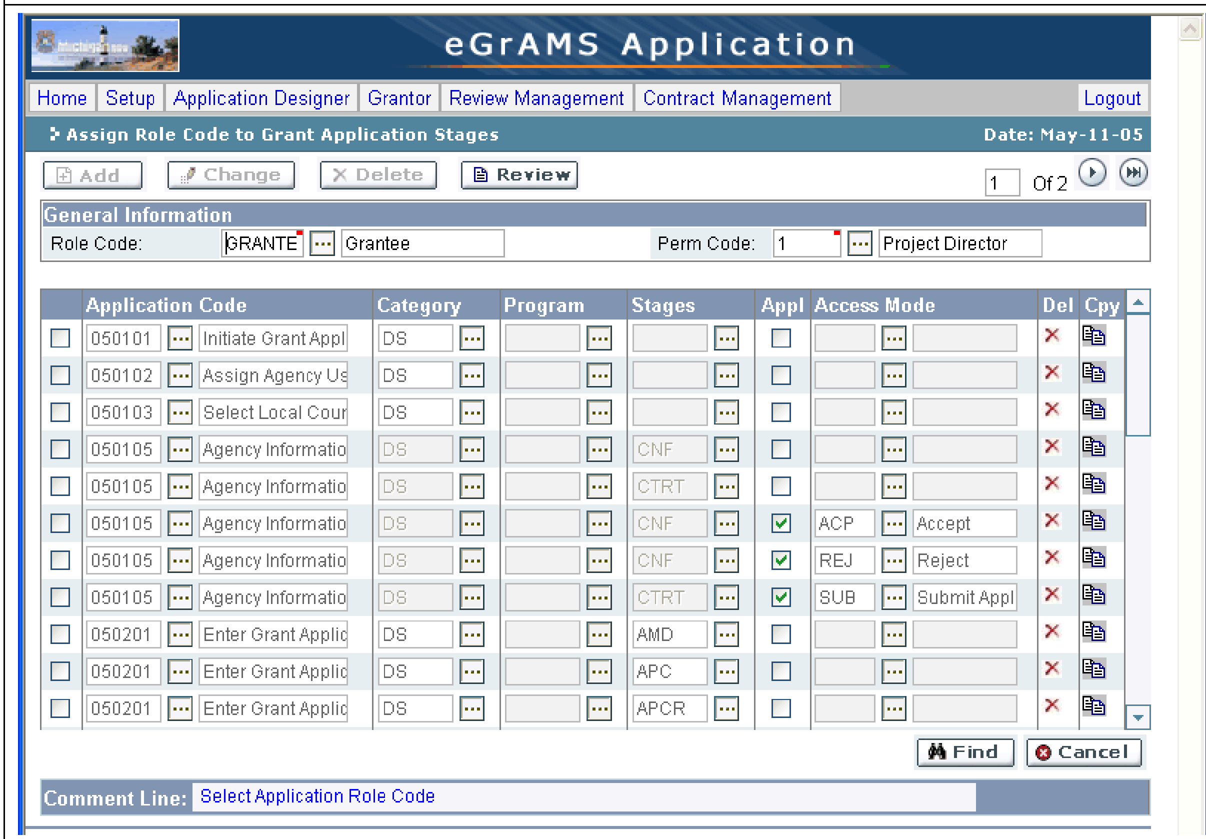
Section 1.104.4.4	**Build Grantee Functionality for Grant Application Creation**

Requirement

The system will allow the grantee organization to change and modify applications as long as they are not submitted. Please note that once the grant application is submitted – the grantee will not be allowed to modify application, unless the grantor has set the status "Modification required".

Grantee organizations can change and modify their applications as long as they are not submitted. In EGrAMS access is controlled at various levels - one of the levels being application stage.

Listed below, in *Fig 1.104.4.4(1.1),* is an example of the stage level access for a Grantee – Grantee Project Manager on the 'Enter grant Application' screen.



1.104.4.4(1.1)

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
This process involves reviewing of submitted grant applications. Listed below are some of the review process requirements. *1. Create review teams and allocate applications to review teams, if applicable.*	
EGrAMS supports multiple types of reviews e.g. Peer, External Agency intermediate reviews, Team and Grantor reviews. The review type applicable on a respective is based on the grant category and review workflow configuration. The system supports creation of review teams for a grant based on the team review applicability configuration. Review teams are created from a central pool of review volunteers. Within a team reviewers can be identified as Primary reviewers. The grant administrator assigns grant applications to a review team. In addition, system displays a warning if an assignment could be a potential conflict of interest. (e.g. a review team member belongs to the same county as the applicant). Once the grant application has been completed, the grant administrator has the ability to review the assignments and make any adjustments as required and if the allocations are OK, can confirm the application assignments. Confirmation of assignments sends an email to the respective reviewers specifying the list of applications assigned to them and the review timeline. Access to review function is controlled by the workflow and stage configuration. In addition, the timeline is also checked for the review start date. (e.g. Grant applications are assigned to teams and confirmed on 04/20/2005. Emails are sent out to the reviewers on 04/20/2005. However if the review start date is set as 04/24/2005, the reviewers will not be able to review the applications until 04/24/2005).	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to configure workflow and access permissions for a grant. Ability to restrict access to application based on workflow and access configuration. *a. Setup of Application Review Status/Codes* *b. Setup of Application Review Steps* *c. Setup Approval Levels e.g.; program office approvals, financial administration approvals, Executive office approvals, Approvals by other State agencies.*	
The workflow may be configured to have multiple review stages. On completion of on review stage, the application is automatically promoted to the next review stage. Email notifications are sent based on the completion criteria defined for the respective stage. EGrAMS also supports value based approvals (e.g. Recommended amount up to $100,000 to be approved by Approver 1, Recommended amount over $100,000 but less than or equal to $250,000 to be approved by Approver 2 and Recommended amount over $250,000 to be approved by Approver 3.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to assign specific grant specialists to grant applications (as primary reviewers).	
In the review team assignment, specific reviewers can be flagged as primary reviewers.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to assign application numbers to grant applications.	
Application numbers are automatically assigned by the system on submitting the grant application. Assignment of application numbers is a configuration of completion criteria for the respective stage. The last application number is stored in the database and can be reset as required by the grant administrator.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to acknowledge the receipt of a grant application. System should automatically send an email to grant owner, acknowledging receipt of a grant application.	
Once an application has been submitted, the system automatically acknowledges submission of grant application.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to approve Peer review volunteers and assign grant applications to the peer reviewers.	
Grant applications may be assigned to intermediate agency reviewers by the grantee Grantee Project Manager. On assignment of an application to an intermediate agency reviewer, the system automatically sends an email to the reviewer to notify that an application has been assigned for review. On completion of the review, the Grantee Project Manager is notified by email that the review has been complete.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to hide grantee names and other demographic data from peer reviewers.	
EGrAMS does not hide any grantee demographic information from the reviewers since the narrative section of the grant application generally have multiple references to the grantee agency. However, in the assignment of grant applications to a review team the, system displays a warning if an assignment could be a potential conflict of interest. (e.g. a review team member belongs to the same county as the applicant).	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Build on-line checklist with user defined rubric for review purposes. Each individual section will have an associated checklist and scoring requirements based on the rubric.	
EGrAMS supports the various checklist for each section. In addition, each checklist criteria can carry an individual score. However the total score assigned across all checklist criteria should be equal to the score assigned to the respective sub section in the sections configuration.	

Section 1.104.4.5	Build Grant Application Review Functionality

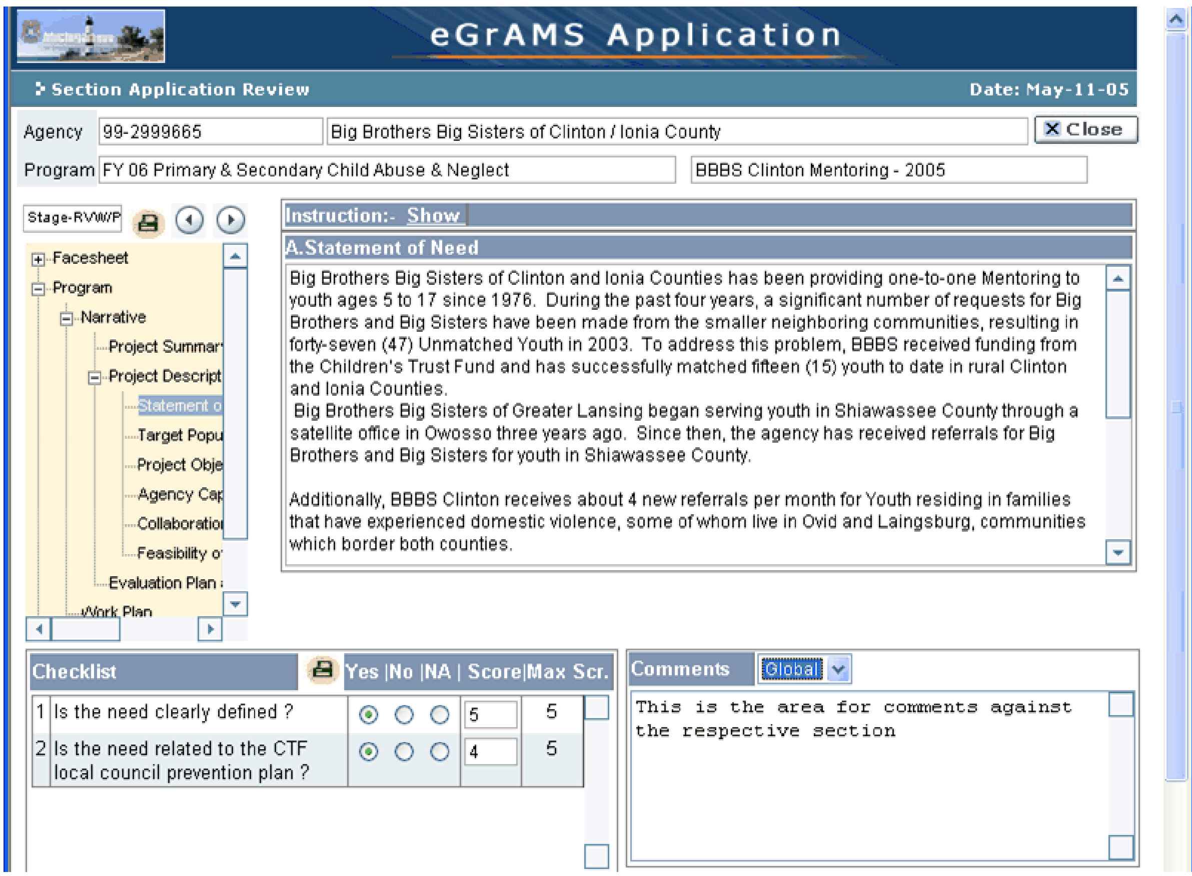
Requirement

Online review and scoring process with validation for scores against checklist for individual sections

The review process displays one section at a time, displaying the Index or Table of Contents of the application in one pane, the content of the respective section in another pane, the corresponding checklist for the respective section in another pane and an area to enter comments in another pane. Comments are classified as Private, Local & Global. Private comments can be viewed by the person entering the comments only, whereas local are accessible across teams and global are accessible to all.

The reviewer needs to mark the checklist and score each checklist criteria. The system displays the maximum allowable score for each checklist criteria and restricts the reviewer from entering scores over the maximum limit.

Listed below, in *Fig 1.104.4.5(1.1),* is an example of the review screen.



1.104.4.5(1.1)

Section 1.104.4.5	Build Grant Application Review Functionality

Requirement

Ability to attach "electronic sticky notes" on various parts of the grant application. If grantee has to modify the grant application, they would be able to change grant applications based on viewing the sticky notes.

All comments entered by reviewers are viewable by the grantees. Refer to the index or Table of Contents screen (comments column). The comments appear as an envelope icon in the comments column. Selecting the comments icon opens up the respective comments. Clicking on the comment check mark takes the user to the respective section.

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to allow for modification of grants after grantee submission. This feature is required for allowing the grantee to change the application prior to creating a final grant agreement (contract). The State may approve the grant for less than the amount requested by the grantee and grantee needs the ability to change the appropriate sections of the grant to meet the State's needs. This includes the need to change allocation amounts due to changes in awards to match the change in dollar amounts awarded	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to change the status of an application to all the defined statuses (e.g., Application in review, Application in budget review, Amendment review, etc.)	
For individual reviews, on completion of the review, the reviewer makes the required recommendations – Okay, Changes Required, Changes with a Re-review, etc. Based on the action selected by the reviewer, the grant application is promoted to the appropriate stage as configured in the workflow. For team reviews, on completion of the individual reviews, there is a review consolidation process where the required recommendations are made based on team consensus. – Okay, Modifications Required, Rejected, etc. Based on the action selected by the reviewer, the grant application is promoted to the appropriate stage as configured in the workflow. NOTE: *All recommendations cited in the above example are user configured and the description may be tailored as per grantor agency requirement.* Based on the various events, the system automatically promotes the grant application to the respective stage of the grant life cycle. This configuration is done in the grant life cycle workflow configuration.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to create comments on the checklist and attach comments to specific portions of the grant application	
EGrAMS displays the corresponding checklist for the respective section as shown in *Fig 1.104.4.5(1.1).* The reviewer needs to mark the checklist and score each checklist criteria. In addition, reviews can enter their comments in the comments pane. See *Fig 1.104.4.5(1.1).* Comments are classified as Private (only viewable by the person who entered the comments), Local (only viewable by the team members of the local agency or review team) and Global (viewable by all).	

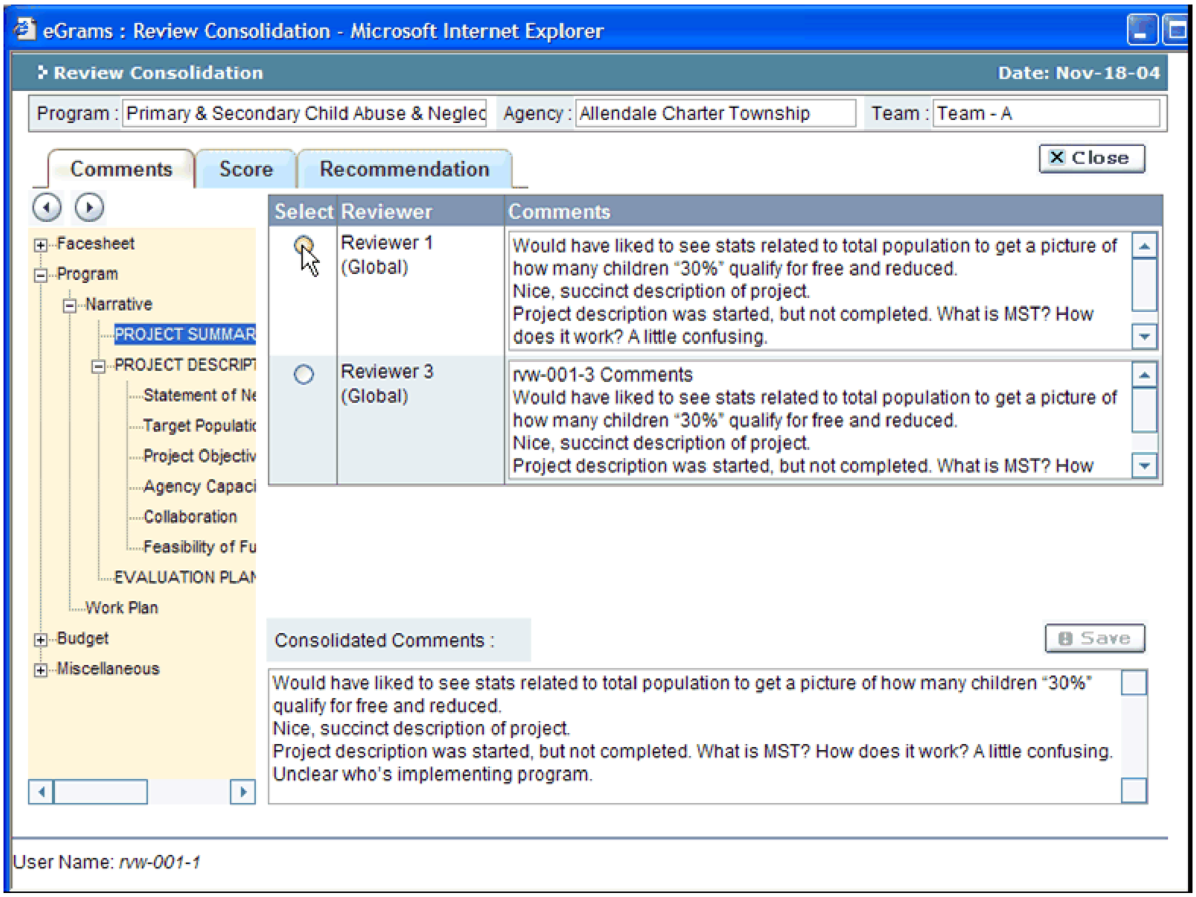
Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to add attachments to the grant application	
Each section in the grant application is configured to allow / disallow attachments. Any section / sub section that is configured to accept attachments will allow a user to upload multiple attachments. The upload file formats supported are MS Word, EXCEL, PDF, bmp, gif, jpg and tif.	

Section 1.104.4.5	Build Grant Application Review Functionality

Requirement

Consolidate review team comments, scores, review recommendations.

All team reviews have to go through the review consolidation process to ensure consensus of comments, scoring and recommendations. The comments consolidation displays the comments of each reviewer with an area to specify the consolidated comments. Consolidated comments may be copied from a specific reviewer by marking the copy indicator against a reviewer or individual comments may be copied and pasted into the consolidated comment section. Listed below, in *Fig 1.104.4.5(1.2),* is an example of comment consolidation.

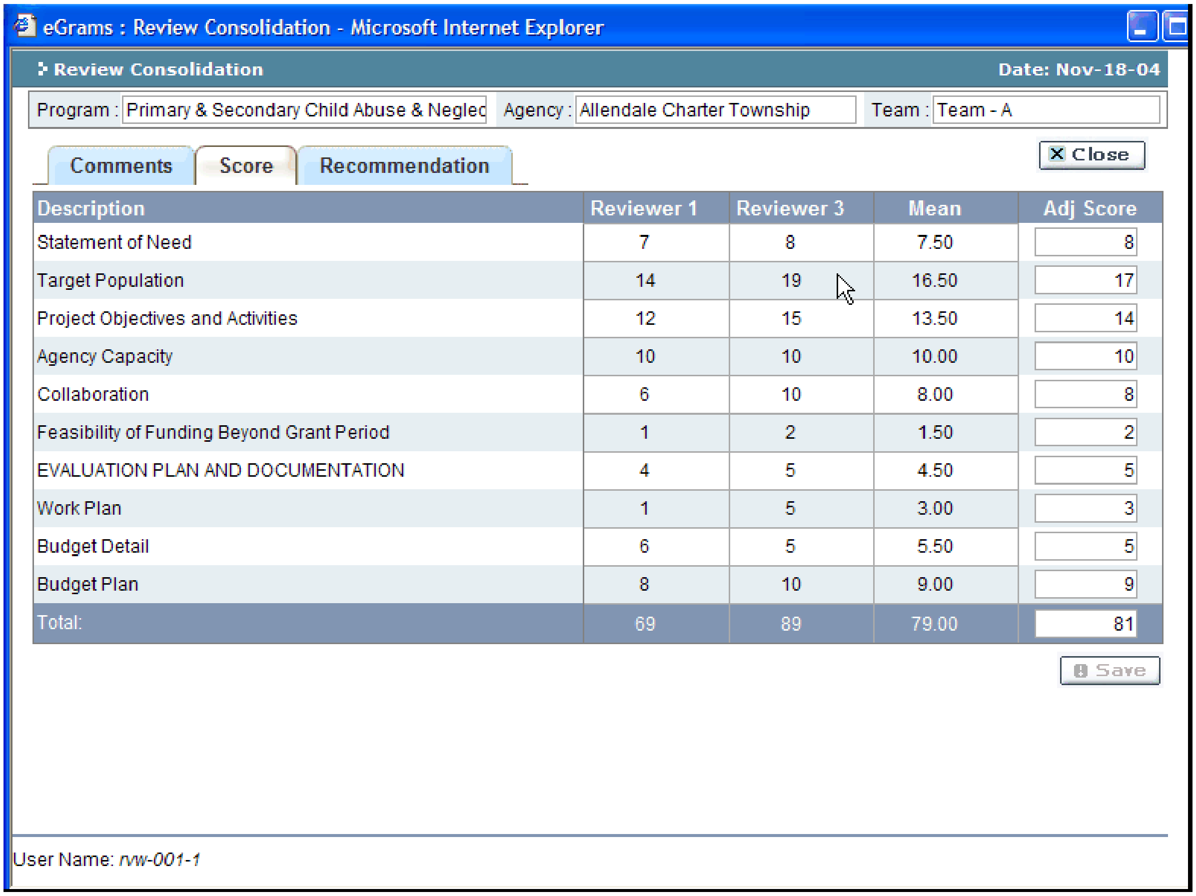


1.104.4.5(1.2)

In review score consolidation, the system displays the scores of each reviewer and also computes and displays the mean scores by each section. Score consolidation can update the team consensus scores. Listed below, in *Fig 1.104.4.5(1.3),* is an example of score consolidation.

Section 1.104.4.5	Build Grant Application Review Functionality

Requirement


eGrams : Review Consolidation - Microsoft Internet Explorer

Review Consolidation Date: Nov-18-04

Program : Primary & Secondary Child Abuse & Neglec Agency : Allendale Charter Township Team : Team - A

Comments | Score | Recommendation

Close

Description	Reviewer 1	Reviewer 3	Mean	Adj Score
Statement of Need	7	8	7.50	8
Target Population	14	19	16.50	17
Project Objectives and Activities	12	15	13.50	14
Agency Capacity	10	10	10.00	10
Collaboration	6	10	8.00	8
Feasibility of Funding Beyond Grant Period	1	2	1.50	2
EVALUATION PLAN AND DOCUMENTATION	4	5	4.50	5
Work Plan	1	5	3.00	3
Budget Detail	6	5	5.50	5
Budget Plan	8	10	9.00	9
Total:	69	89	79.00	81

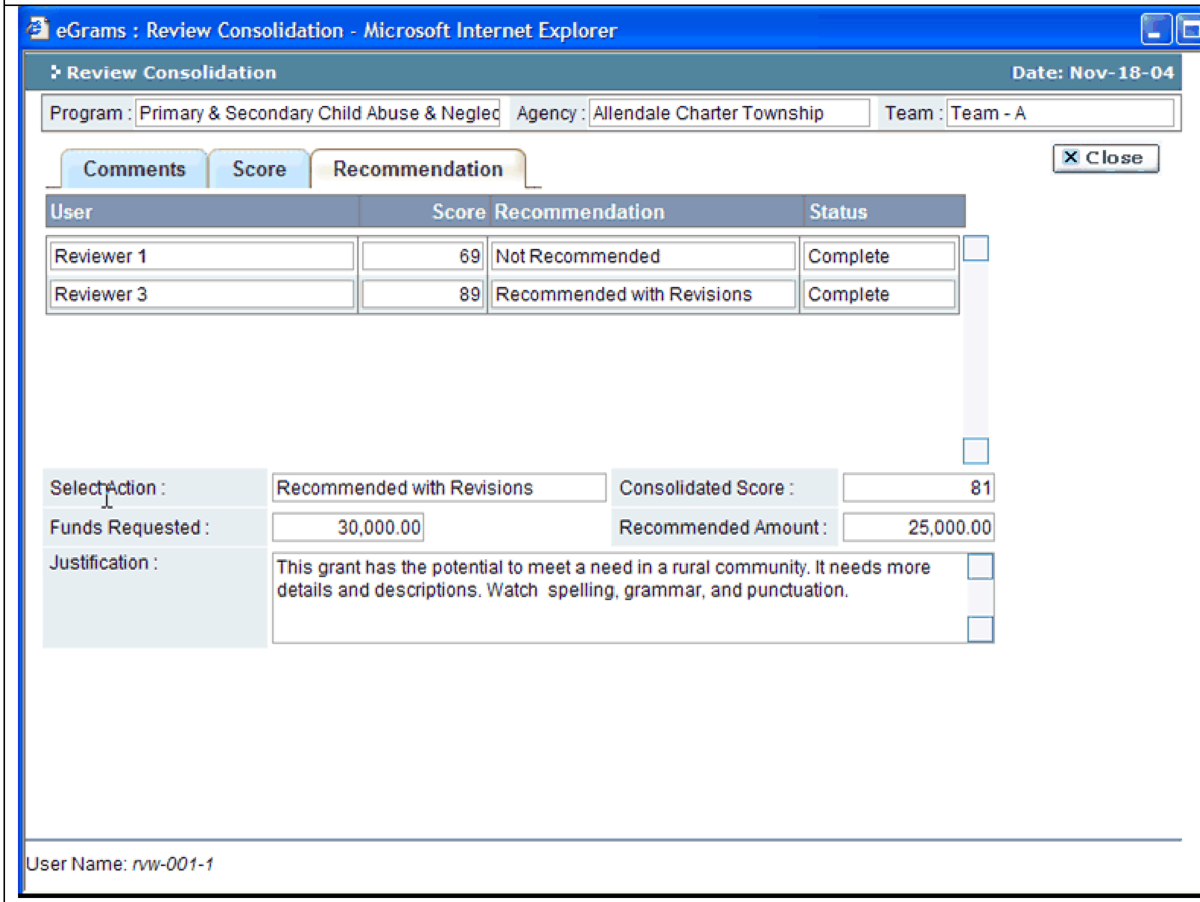
Save

User Name: *rvw-001-1*

1.104.4.5(1.3)

In review recommendation, the system displays the recommendation of each reviewer. Award recommendation can be updated based the team consensus. Listed below, in *Fig 1.104.4.5(1.4),* is an example of score consolidation

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	



1.104.4.5(1.4)

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Ability to set up peer review process, if necessary. This includes screens for soliciting people for peer review and approving people to be on the peer review team.	
The workflow can be configured to set up peer review for a grant program. EGrAMS allows independent reviewers to register as grant application review volunteers and identify the grantor agencies. All review volunteer profiles are reviewed and approved by grantor agencies. If approved, the review volunteer is available in the review pool for the grantor program managers for application assignment.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Provide the ability for the grantee to view the status of “submitted applications”. Grantee should be able to see the status code that the grantors have assigned to the grant application.	
EGrAMS also allows grantees to view the status of their application 24x7 through the Grant Application status option.	

Section 1.104.4.5	Build Grant Application Review Functionality
Requirement	
Fig 1.104.4.5(1.4.1) is an example of the Grant Application Status screen.	

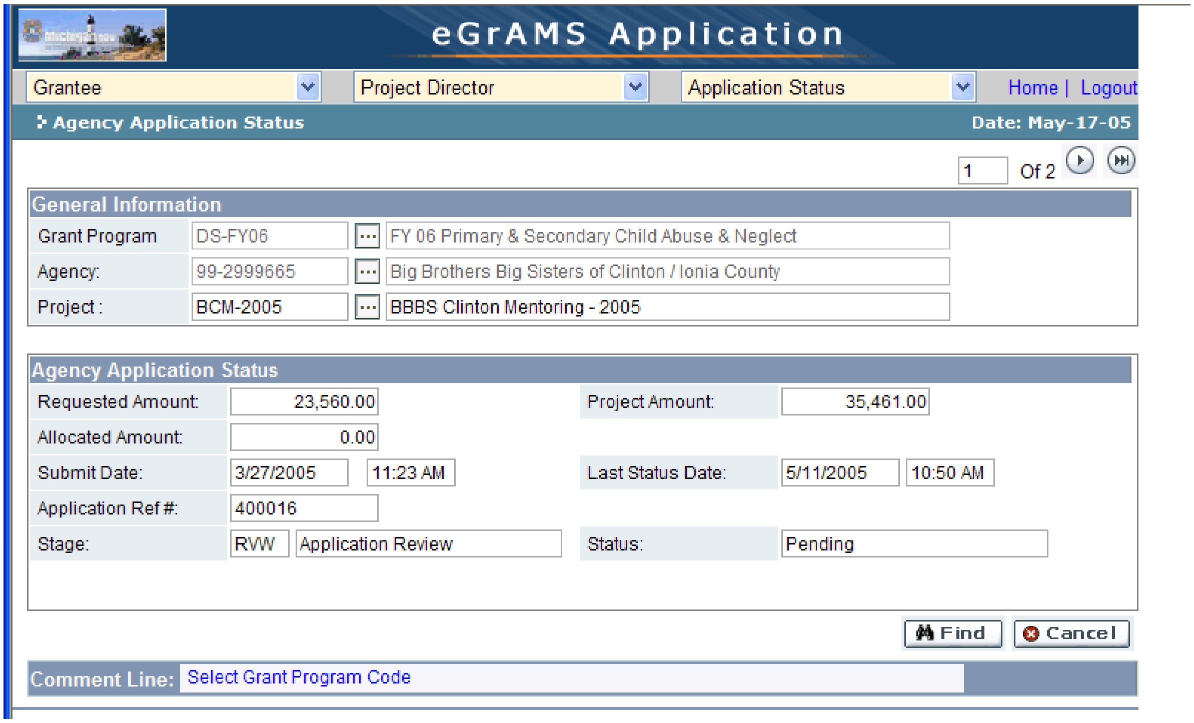


Fig 1.104.4.5(1.4.1)

Section 1.104.4.6	Build Grantee Functionality for Modifying Grant Applications
Requirement	
View comments from grantor - through the electronic sticky notes attached to the various parts of the application.	
All comments entered by reviewers / grantors are viewable by the grantees. Refer to the index or Table of Contents screen (comments column). The comments appear as an envelope icon in the comments column. Selecting the comments icon opens up the respective comments. Clicking on the comment check mark takes the user to the respective section.	

Section 1.104.4.6	Build Grantee Functionality for Modifying Grant Applications
Requirement	
2. Make appropriate changes. *3. Resubmit the grant for approval.*	
Based on the various events, the system automatically promotes the grant application to the respective stage of the grant life cycle. This configuration is done in the grant life cycle workflow configuration. Based on the configuration, the user can make the required changes and re-submit the application for approval. All changes made to an application after submissions are tracked.	

Section 1.104.4.7	Peer Reviewer Functionality – (functionality required for the peer reviewers)
Requirement	
Ability to apply to be a peer reviewer. This will be done via a peer review volunteer form that will allow potential peer reviewers to list their qualifications to perform a peer review.	
Peer reviews are performed by review volunteers. EGrAMS has a facility for potential peer reviewers to register their profile (education, review experience, special interest, current employment, etc) in the system. Once registered, they are in the central review pool and are available for application assignment. The grant administrator reviews the profile of available reviewers and assigns applications as appropriate.	

Section 1.104.4.7	Peer Reviewer Functionality – (functionality required for the peer reviewers)
Requirement	
Ability for peer reviewers to modify their user profile – such as address, phone number and email address.	
User profiles are maintained by individuals and any changes may be updated at any time by the respective user.	

Section 1.104.4.7	Peer Reviewer Functionality – (functionality required for the peer reviewers)
Requirement	
Ability to review and comment on grant applications.	
The review process displays one section at a time, displaying the Index or Table of Contents of the application in one pane, the content of the respective section in another pane, the corresponding checklist for the respective section in another pane and an area to enter comments in another pane. The reviewer needs to mark the checklist and score each checklist criteria. The system displays the maximum allowable score for each checklist criteria and restricts the reviewer from entering scores over the maximum limit.	

Section 1.104.4.7	Peer Reviewer Functionality – (functionality required for the peer reviewers)
Requirement	
Ability to save unfinished reviews.	
Reviews may be completed across multiple sessions. On completion of the review of a section, all checklist markings, scores and comments are stored in the system. The reviewer would resume from where they left off in the next session. On marking of a review as complete, the system validates the review to ensure that the review for all sections has been completed.	

Section 1.104.4.7	Peer Reviewer Functionality – (functionality required for the peer reviewers)
Requirement	
Submit the review to the State for consideration.	
On completion of the team consolidation the application is forwarded to the next stage of the workflow. This is controlled by the workflow configuration.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

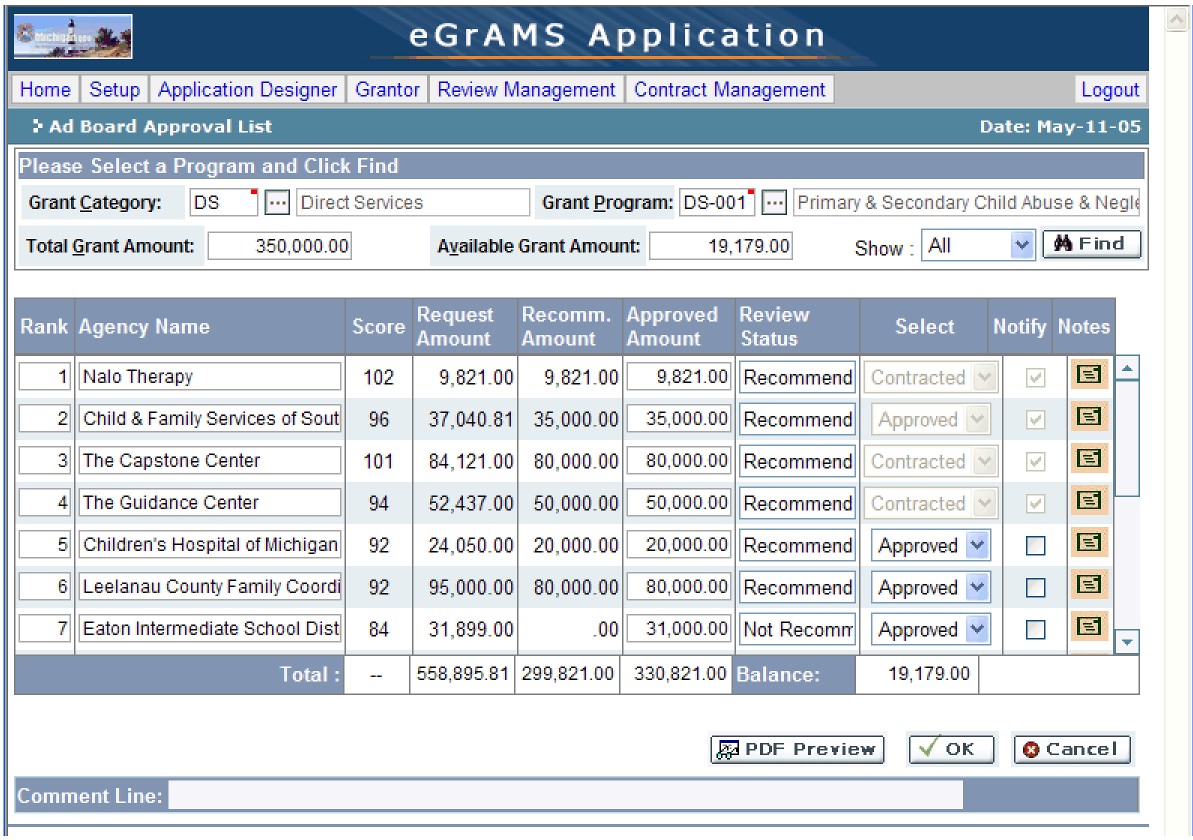
Requirement

This process involves approval of grant applications. Listed below are some of the approval process requirements.

Ability to rank order list for purposes of on-line approval of grants.

On completion of the review or team review and consolidation process, the system generates the rank order list in the ascending order of the review scores. For competitive grants, the system automatically allocates the available grant amount against the recommended amount on a First In First Out (FIFO) basis. The rank order and / or the allocated amount may be changed if required by specifying a justification for the change.

Listed below, in *Fig 1.104.4.8(1.1),* is an example of the Rank Order list screen.



eGrAMS Application

Home | Setup | Application Designer | Grantor | Review Management | Contract Management | Logout

Ad Board Approval List — Date: May-11-05

Please Select a Program and Click Find

Grant Category: DS — Direct Services — Grant Program: DS-001 — Primary & Secondary Child Abuse & Negle

Total Grant Amount: 350,000.00 — Available Grant Amount: 19,179.00 — Show : All — Find

Rank	Agency Name	Score	Request Amount	Recomm. Amount	Approved Amount	Review Status	Select	Notify	Notes
1	Nalo Therapy	102	9,821.00	9,821.00	9,821.00	Recommend	Contracted	☑	
2	Child & Family Services of Sout	96	37,040.81	35,000.00	35,000.00	Recommend	Approved	☑	
3	The Capstone Center	101	84,121.00	80,000.00	80,000.00	Recommend	Contracted	☑	
4	The Guidance Center	94	52,437.00	50,000.00	50,000.00	Recommend	Contracted	☑	
5	Children's Hospital of Michigan	92	24,050.00	20,000.00	20,000.00	Recommend	Approved	☐	
6	Leelanau County Family Coordi	92	95,000.00	80,000.00	80,000.00	Recommend	Approved	☐	
7	Eaton Intermediate School Dist	84	31,899.00	.00	31,000.00	Not Recomm	Approved	☐	
	Total :	--	558,895.81	299,821.00	330,821.00	Balance:	19,179.00		

PDF Preview — OK — Cancel

Comment Line:

1.104.4.8(1.1)

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement

Build multiple approval levels based on grant requirements.

EGrAMS supports multiple approval levels as configured in the workflow for the respective grant program.

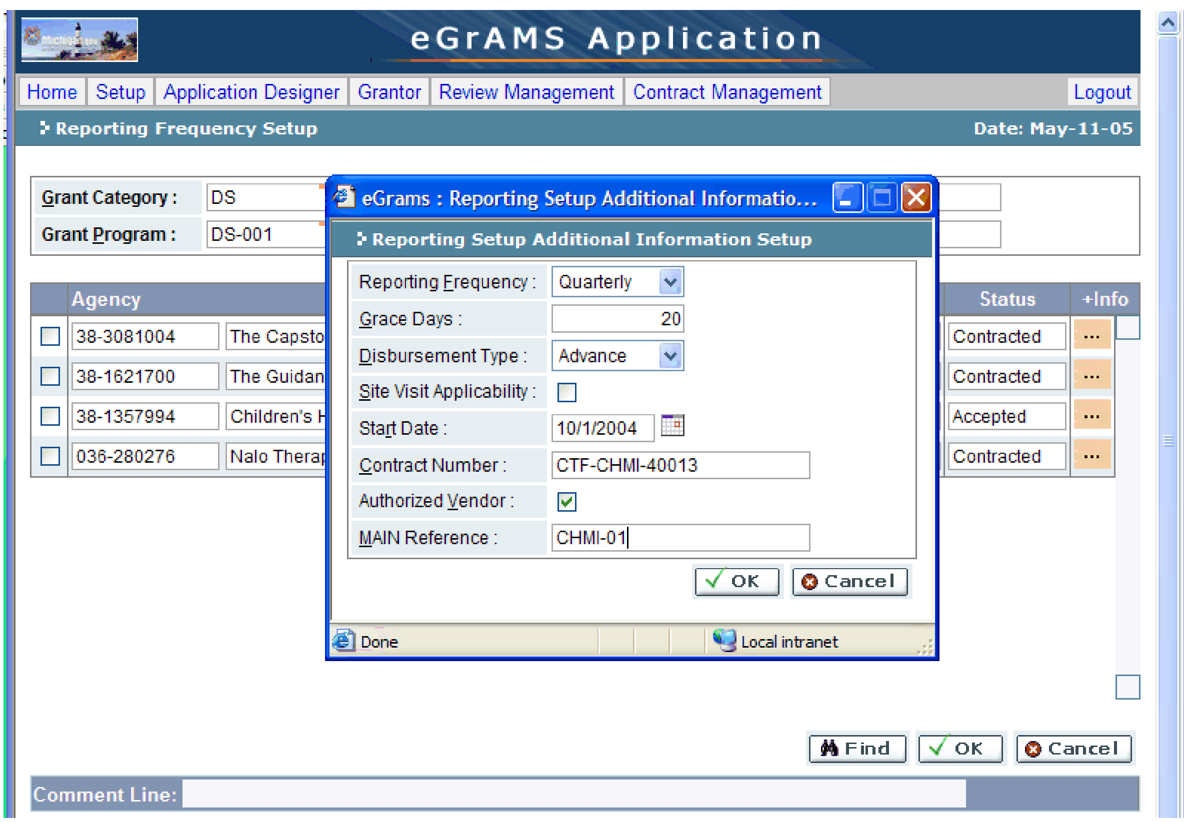
Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement

Automatic allocation for approved competitive grants.

Section 1.104.4.8	**Build Grant Application Approval and Create Grant Agreement Functionality**
Requirement	
On completion of the approval, EGrAMS has the notification feature to send out the appropriate emails (approval / denial) for the respective application. On receipt of the approval decision, if an application has been denied, the system automatically promotes the application to the 'Appeal Pending' stage (based on the configuration.	

Section 1.104.4.8	**Build Grant Application Approval and Create Grant Agreement Functionality**
Requirement	
Ability to set up fields for entering agreement number/contract number.	
On acceptance of the grant offer by the grantee, the application is promoted to the next stage. The grantor can update the contact number and other post award tracking information like reporting frequency, grace days for submission of periodic reports, disbursement type (Advance / reimbursement), Payment schedule (if advance eg. 10% on award of contract, 20% at the end of first quarter, etc.), site visit applicability, start or effective date, authorized vendor confirmation. Listed below, in *Fig 1.104.4.8(1.2),* is an example of the contract / agreement number update screen	



1.104.4.8(1.2)

Section 1.104.4.8	**Build Grant Application Approval and Create Grant Agreement Functionality**
Requirement	
Ability to set up tables for entering Federal Grant identifying information like CFDA #, grantor agency, grant title, grant name,	

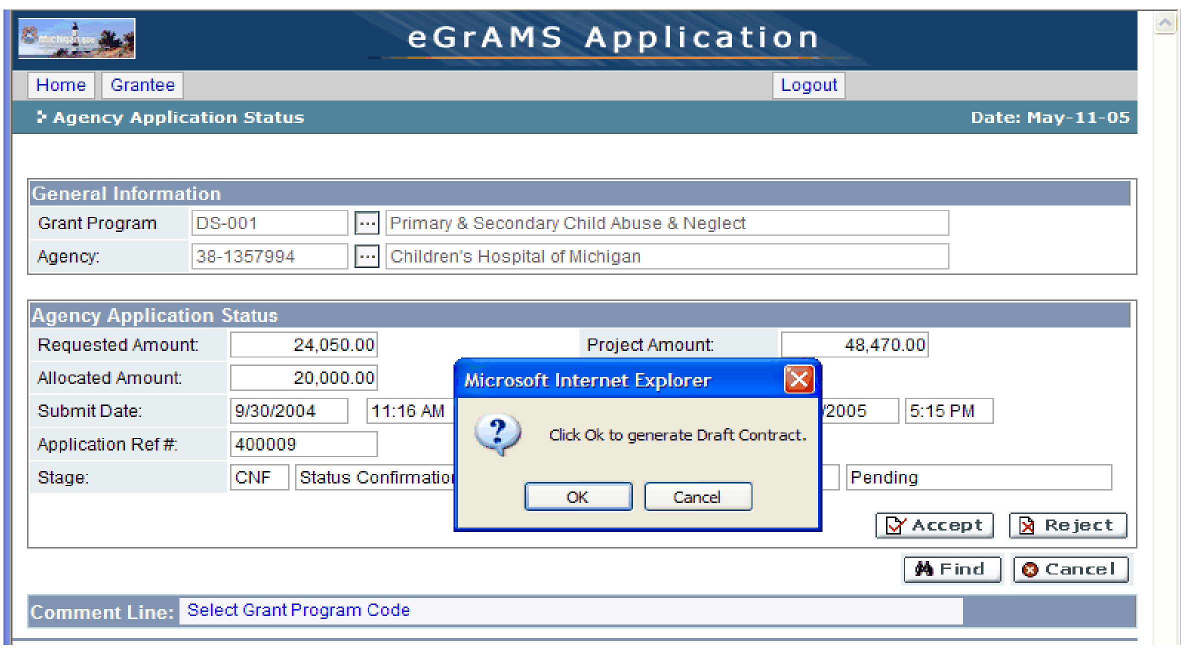
Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
etc	
The federal identifying information like CFDA number, agency, grant title, grant name, etc is defined in the grant program setup.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to generate award/denial letters. This must generate automatic emails to grantee offices and produce paper letter.	
On completion of the approval, EGrAMS has the notification feature to send out the appropriate emails (approval / denial) for the respective application. The email text is user configured and the language may be defined as appropriate for the respective grantor agency.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Provide the ability for the grantee to accept or decline the offer of grant monies.	

If an application has been approved, the grantee has the ability to ‘Accept’ or ‘Reject’ the grant offer. If acceptance of the grant offer is confirmed, the grantee has the ability to view the draft contract.

Listed below, in *Fig 1.104.4.8(1.3),* is an example of the approval status confirmation screen.

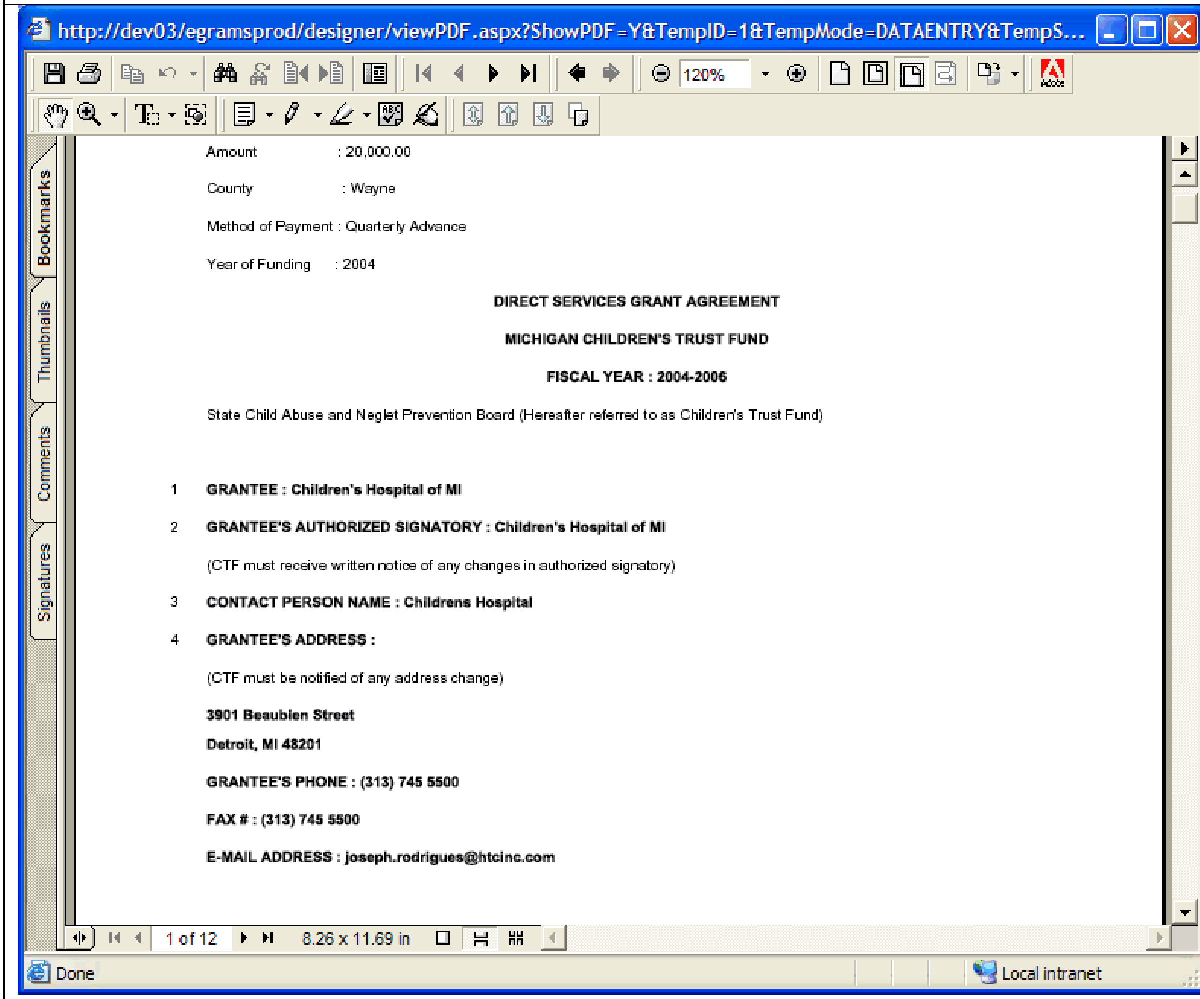


1.104.4.8(1.3)

Listed below, in *Fig 1.104.4.8(1.4) & Fig 1.104.4.8(1.5),* is an example of the draft contract.

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement



Amount : 20,000.00

County : Wayne

Method of Payment : Quarterly Advance

Year of Funding : 2004

DIRECT SERVICES GRANT AGREEMENT

MICHIGAN CHILDREN'S TRUST FUND

FISCAL YEAR : 2004-2006

State Child Abuse and Neglet Prevention Board (Hereafter referred to as Children's Trust Fund)

1 **GRANTEE : Children's Hospital of MI**

2 **GRANTEE'S AUTHORIZED SIGNATORY : Children's Hospital of MI**

(CTF must receive written notice of any changes in authorized signatory)

3 **CONTACT PERSON NAME : Childrens Hospital**

4 **GRANTEE'S ADDRESS :**

(CTF must be notified of any address change)

3901 Beaubien Street
Detroit, MI 48201

GRANTEE'S PHONE : (313) 745 5500

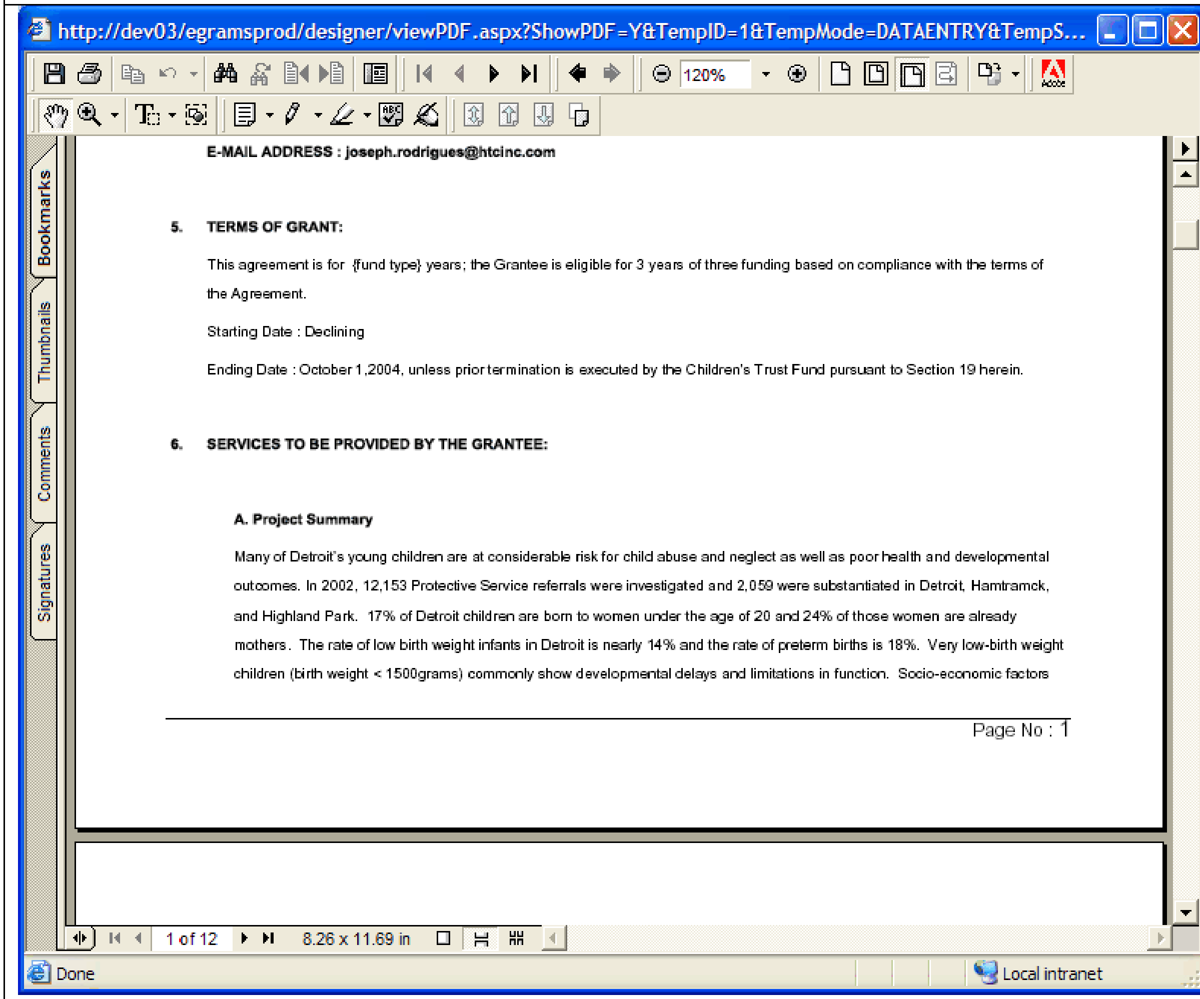
FAX # : (313) 745 5500

E-MAIL ADDRESS : joseph.rodrigues@htcinc.com

1.104.4.8(1.4)

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement



E-MAIL ADDRESS : joseph.rodrigues@htcinc.com

5. TERMS OF GRANT:

This agreement is for {fund type} years; the Grantee is eligible for 3 years of three funding based on compliance with the terms of the Agreement.

Starting Date : Declining

Ending Date : October 1,2004, unless prior termination is executed by the Children's Trust Fund pursuant to Section 19 herein.

6. SERVICES TO BE PROVIDED BY THE GRANTEE:

A. Project Summary

Many of Detroit's young children are at considerable risk for child abuse and neglect as well as poor health and developmental outcomes. In 2002, 12,153 Protective Service referrals were investigated and 2,059 were substantiated in Detroit, Hamtramck, and Highland Park. 17% of Detroit children are born to women under the age of 20 and 24% of those women are already mothers. The rate of low birth weight infants in Detroit is nearly 14% and the rate of preterm births is 18%. Very low-birth weight children (birth weight < 1500grams) commonly show developmental delays and limitations in function. Socio-economic factors

Page No : 1

1.104.4.8(1.5)

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement

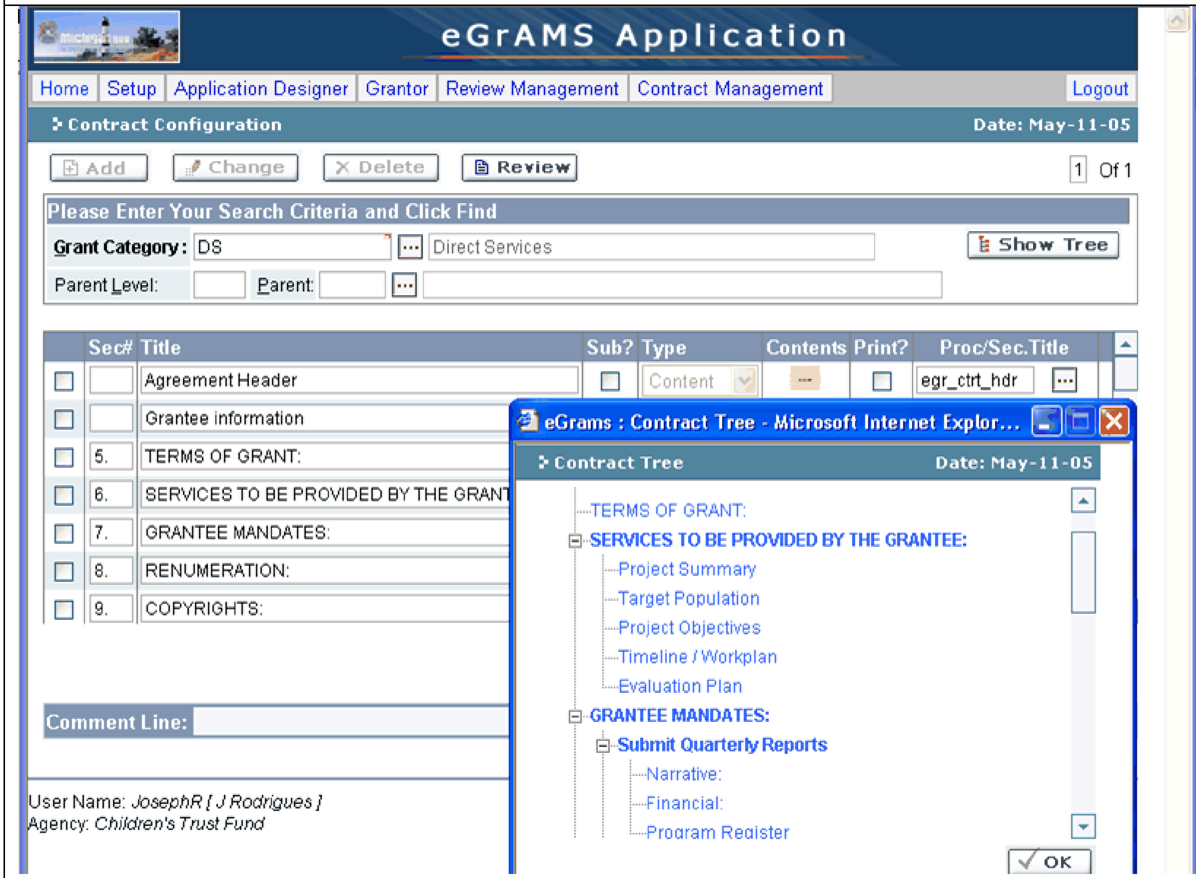
Each grant agreement may have a different template associated with it. The State will provide the vendor with a list of templates. The vendor will provide the ability for contract staff in each agency to choose the right template from a list of templates and generate the grant agreement. The vendor will provide the ability to add Microsoft Word templates to the list of templates for each State agency.

Grant Agreement / Contract Configuration – Each grant may have a different template. The grant agreement configuration allows grantor agency to configure the grant agreement / contract template at a grant category level. A grant agreement / contract may be looked upon as a collections of various sections that is a combination of static text (could be legal language, some content from the grant application, other terms based on progress reporting, payments, etc.

Listed below, in *Fig 1.104.4.8(1.6),* is an example of the contract / grant agreement configuration together with the various nodes or Table of Contents of the various sections / sub sections of the contract.

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement

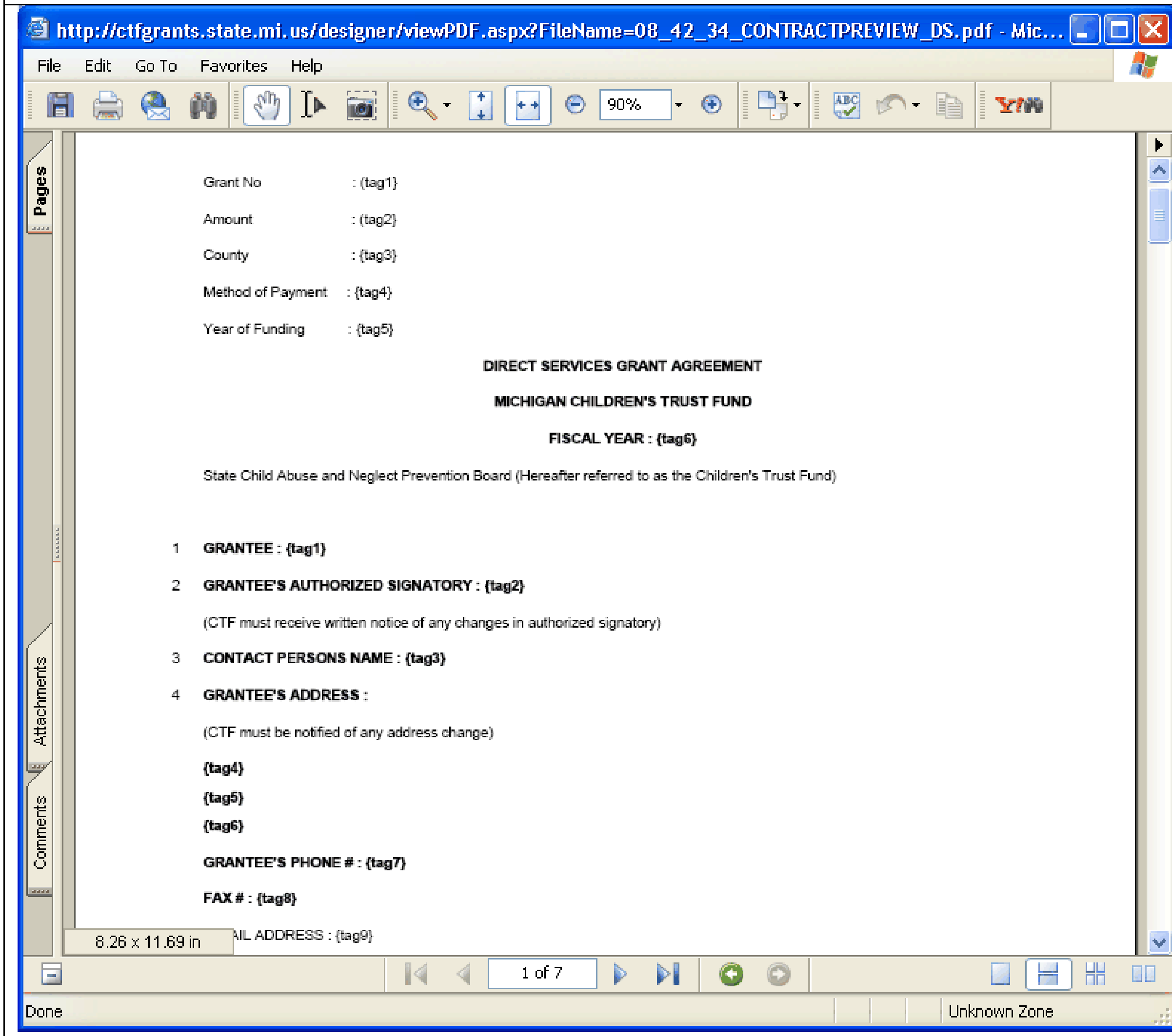


1.104.4.8(1.6)

Listed below, in *Fig 1.104.4.8(1.7) & Fig 1.104.4.8(1.8)*, is a PDF preview of the contract configuration. Note that tags that appear as {abc} are for data that is populated by the system at run time.

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality

Requirement



http://ctfgrants.state.mi.us/designer/viewPDF.aspx?FileName=08_42_34_CONTRACTPREVIEW_DS.pdf - Mic...

Grant No : {tag1}

Amount : {tag2}

County : {tag3}

Method of Payment : {tag4}

Year of Funding : {tag5}

DIRECT SERVICES GRANT AGREEMENT

MICHIGAN CHILDREN'S TRUST FUND

FISCAL YEAR : {tag6}

State Child Abuse and Neglect Prevention Board (Hereafter referred to as the Children's Trust Fund)

1 **GRANTEE : {tag1}**

2 **GRANTEE'S AUTHORIZED SIGNATORY : {tag2}**

(CTF must receive written notice of any changes in authorized signatory)

3 **CONTACT PERSONS NAME : {tag3}**

4 **GRANTEE'S ADDRESS :**

(CTF must be notified of any address change)

{tag4}
{tag5}
{tag6}

GRANTEE'S PHONE # : {tag7}

FAX # : {tag8}

...IL ADDRESS : {tag9}

8.26 x 11.69 in

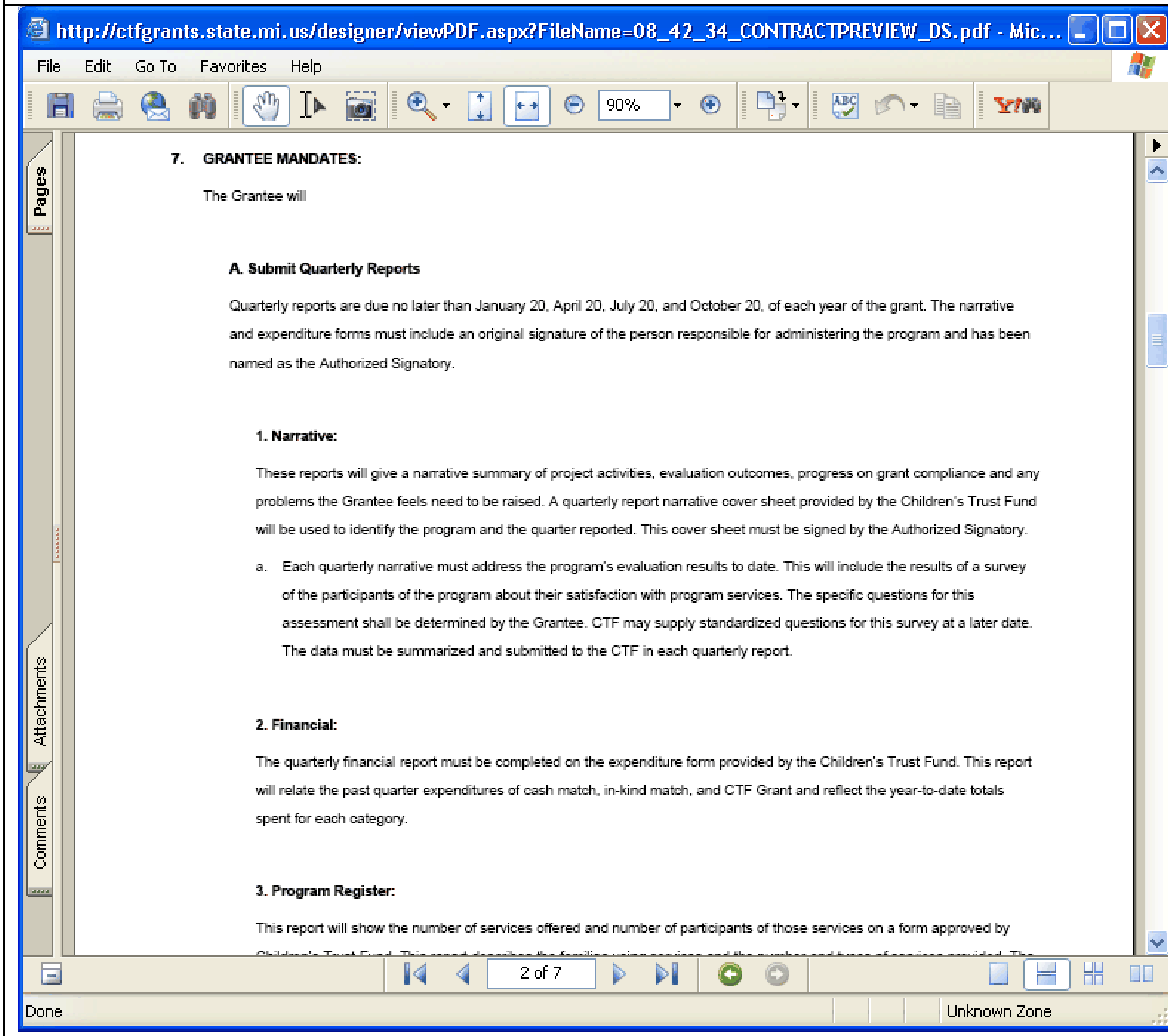
1 of 7

Done

Unknown Zone

1.104.4.8(1.7)

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	



7. **GRANTEE MANDATES:**

The Grantee will

A. Submit Quarterly Reports

Quarterly reports are due no later than January 20, April 20, July 20, and October 20, of each year of the grant. The narrative and expenditure forms must include an original signature of the person responsible for administering the program and has been named as the Authorized Signatory.

1. Narrative:

These reports will give a narrative summary of project activities, evaluation outcomes, progress on grant compliance and any problems the Grantee feels need to be raised. A quarterly report narrative cover sheet provided by the Children's Trust Fund will be used to identify the program and the quarter reported. This cover sheet must be signed by the Authorized Signatory.

a. Each quarterly narrative must address the program's evaluation results to date. This will include the results of a survey of the participants of the program about their satisfaction with program services. The specific questions for this assessment shall be determined by the Grantee. CTF may supply standardized questions for this survey at a later date. The data must be summarized and submitted to the CTF in each quarterly report.

2. Financial:

The quarterly financial report must be completed on the expenditure form provided by the Children's Trust Fund. This report will relate the past quarter expenditures of cash match, in-kind match, and CTF Grant and reflect the year-to-date totals spent for each category.

3. Program Register:

This report will show the number of services offered and number of participants of those services on a form approved by

1.104.4.8(1.8)

On update of the contract number and other post award information, the approved applications may be forwarded to the appropriate authority for further reviews. These additional stages may be configured as additional stages in the workflow as required for the respective grant program.

Sub grantee budget reports may be created using the Generic Reporting Tool (GRT).

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to combine various grants provided by one State agency to a grantee into one grant agreement using a single template.	
EGrAMS does not support a Master Agreement in the current version. VENDOR proposes to develop the functionality after gathering the detailed requirements in Phase 2 of the implementation.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to prepare a funding recommendation package. This includes the following features *a. The system will allow the grant specialist to enter the necessary information, such as amounts requested, recommended allocations, general comments, and other details about the award including spending plan for the award.*	
On acceptance of the grant offer by the grantee, the application is promoted to the next stage. The grantor can update the contact number and other post award tracking information like approved amount, reporting frequency, grace days for submission of periodic reports, disbursement type (Advance / reimbursement), Payment schedule (if advance eg. 10% on award of contract, 20% at the end of first quarter, etc.), site visit applicability, start or effective date, authorized vendor confirmation. Refer to *Fig 1.104.4.8(1.2).* The system generates the contract based on the contract configuration.	
b. The system will notify the grant consultant's supervisor for further review when the recommendation has been completed.	
EGrAMS supports multiple approval levels based on the business rules configured for a grant type. On completion of a stage the system automatically promotes the application to the next stage and sends out appropriate email notifications.	
c. Packets will include funding recommendations, abstracts, non-funding recommendations, distribution map, and approval/disapproval/provisional letters, Grant Award Notification.	
On approval, EGrAMS automatically generates Grand Award Notifications.	
d. Ability for the grant specialist to develop the sub-grantee budget based on approved amounts. Data elements will include the grant number, project number, organization code (recipient), ending date, fiscal year of approved activities, and approved amount. Can also include amount of change, if necessary.	
Based on the total approved of grant amount, the system generates a report with agency name, project title, counties served, project start date, total approved amount, periodic payment schedule.	
e. The system will allow appropriate grantor office directors to review and print any and all parts of a funding recommendations package. This package will be printed by using the ad-hoc reporting tool to choose fields that format/save the report format.	
EGrAMS generates the Grant Agreement in PDF format based on the Contract template configuration. The Grantor Director Office may review and print the entire or part of the recommendation package.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to define/modify the grant period, completion dates	
On acceptance of the grant offer by the grantee, the grantor can update the contact number and other post award tracking information like grant period, start date, reporting frequency, grace days for submission of periodic reports, disbursement type (Advance / reimbursement), Payment schedule (if advance eg. 10% on award of contract, 20% at the end of first quarter, etc.), site visit applicability, authorized vendor confirmation.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to define disbursement factors – (such as 10% payment will be made on an upfront basis and grantee will be paid by deliverable)	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to apply disbursement factors and create an ability to update grantee fund allocations.	
EGrAMS allows configurable disbursement types (Advance / reimbursement) and disbursement schedule (if advance eg. 10% on award of contract, 20% at the end of first quarter, etc.). Based on the above, the system automatically creates grantee fund allocations.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
Ability to define Funding Source Category (as designated by agency and State Budget Office.)	
EGrAMS allows configuration of the funding source categories at the grant program level as designated by the agency and State Budget Office.	

Section 1.104.4.8	Build Grant Application Approval and Create Grant Agreement Functionality
Requirement	
The system will allow the grantors to electronically forward agreements/funding recommendation packages to the appropriate grantee offices for final approval. The agreements/recommendation packages will be printable to allow for submission of hard copy packages	
On update of the contract number and other post award information, the approved applications may be forwarded to the appropriate authority for further reviews. These additional stages may be configured as additional stages in the workflow as required for the respective grant program. Once all the approvals have been completed, the Grantee is notified by email and the Grantee Office can view, print and accept the Grant Agreement online.	

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
This process involves post award tracking of grantee activities. Listed below are some of the post award process requirements: *Ability to configure timeline for progress report and financial reports.*	
Progress report timelines are setup at a grant program level. However, these defaults may be overwritten at a grantee level, if required (e.g. at a grant program level progress reports are setup to be ‘Quarterly’. However, for grantee ‘ABC’, progress reports are required on a ‘Monthly’ basis). The system automatically monitors progress reports based on the respective grantee timelines.	

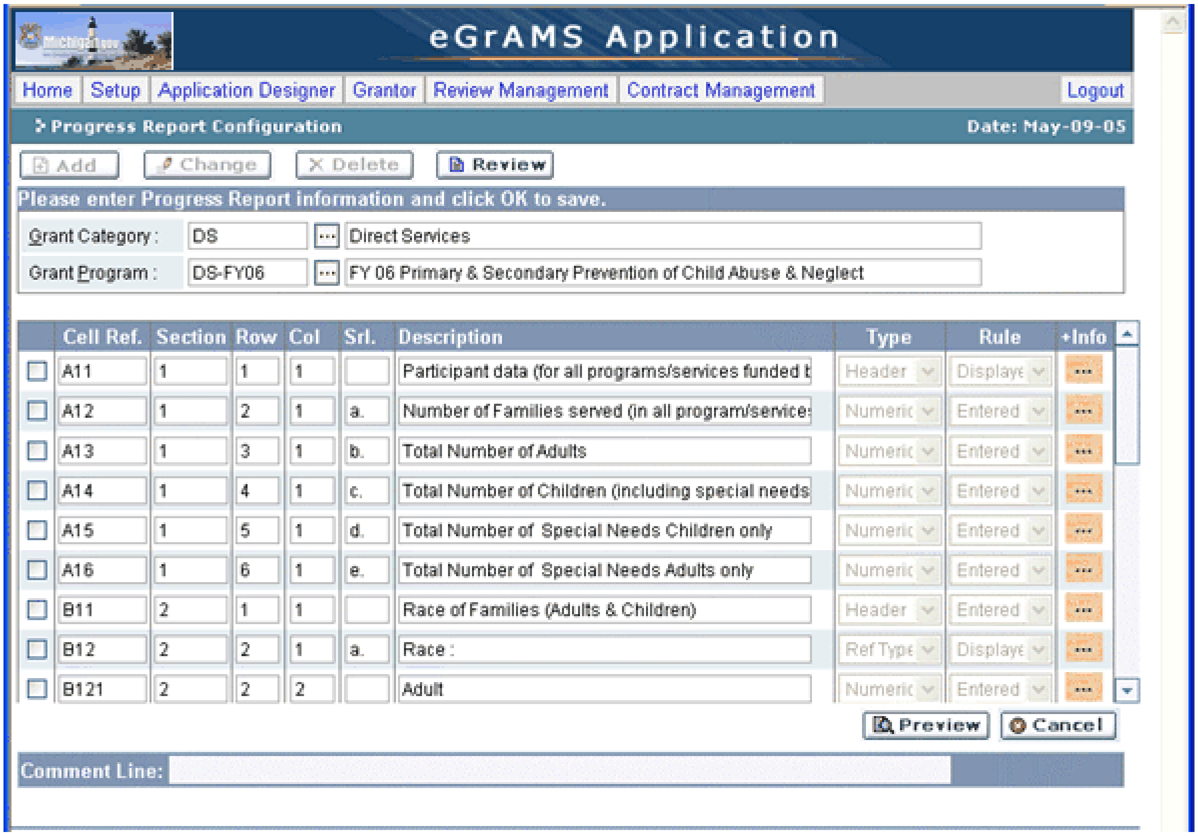
Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Ability to build screens for progress and financial reports (Expense, Narrative & Program). Each item on the screen will correspond to database field.	
Progress and financial reports may be categorized into Expense, Narrative and Program reports). The expense report is based	

Section 1.104.4.9	Build Post Award Monitoring

Requirement

on the budget, the narrative report is based on the work plan and the program report is based on project implementation statistics. EGrAMS supports a flexible program report generator.

Listed below, in *Fig 1.104.4.9(1.1),* is an example of the program report configuration.


eGrAMS Application

Home | Setup | Application Designer | Grantor | Review Management | Contract Management | Logout

Progress Report Configuration — Date: May-09-05

Add | Change | Delete | Review

Please enter Progress Report information and click OK to save.

Grant Category : DS — Direct Services

Grant Program : DS-FY06 — FY 06 Primary & Secondary Prevention of Child Abuse & Neglect

Cell Ref.	Section	Row	Col	Srl.	Description	Type	Rule	+Info
A11	1	1	1		Participant data (for all programs/services funded t	Header	Displaye	...
A12	1	2	1	a.	Number of Families served (in all program/service:	Numeric	Entered	...
A13	1	3	1	b.	Total Number of Adults	Numeric	Entered	...
A14	1	4	1	c.	Total Number of Children (including special needs	Numeric	Entered	...
A15	1	5	1	d.	Total Number of Special Needs Children only	Numeric	Entered	...
A16	1	6	1	e.	Total Number of Special Needs Adults only	Numeric	Entered	...
B11	2	1	1		Race of Families (Adults & Children)	Header	Entered	...
B12	2	2	1	a.	Race :	Ref Type	Displaye	...
B121	2	2	2		Adult	Numeric	Entered	...

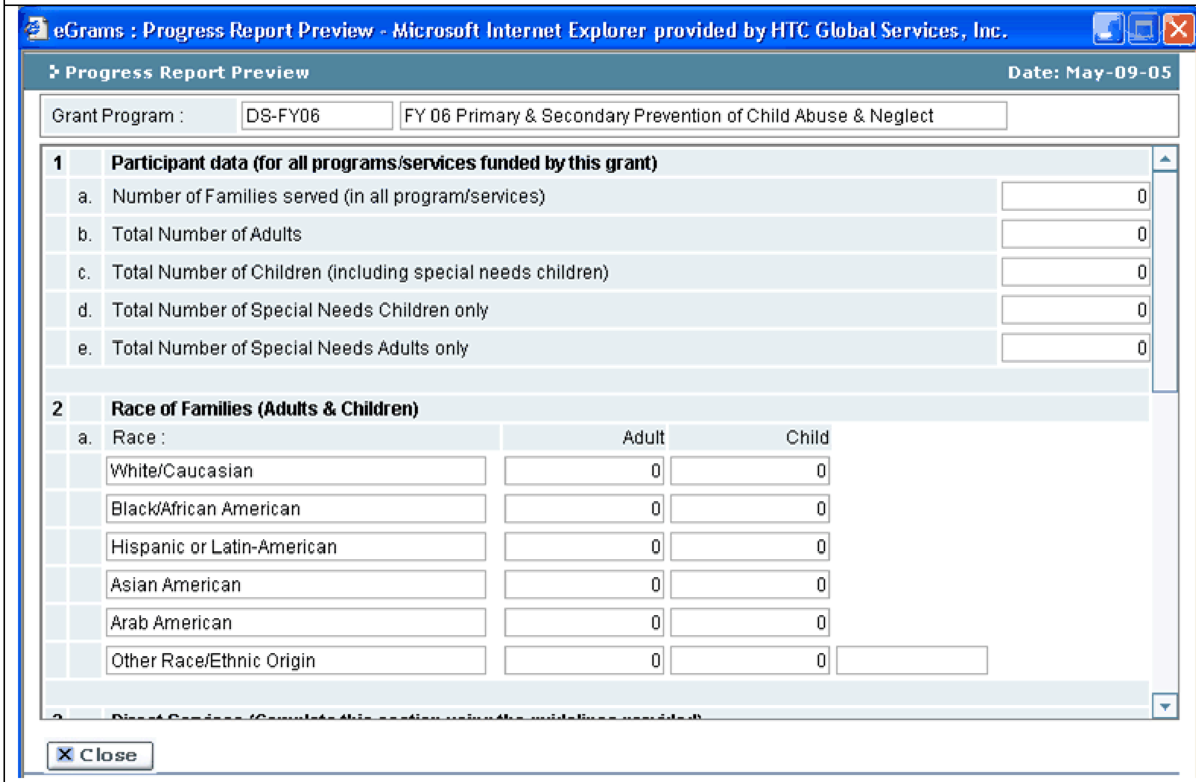
Preview | Cancel

Comment Line:

1.104.4.9(1.1)

The above configuration generates the following program progress report screen as shown in *Fig 1.104.4.9(1.2).*

Section 1.104.4.9	Build Post Award Monitoring
Requirement	



1.104.4.9(1.2)

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Ability to review financial and progress reports. Reports should be viewable by grantee name, quarter or month of reports.	

Financial and Progress reports can be entered online by grantees based on the progress-reporting schedule. Grantors can review the progress reports online and approve or recommend necessary corrections. The following standard reports are available within EGrAMS:

Expense Report – contains details for pre-defined expense categories, the budget amount,YTD amount and period amounts.
Narrative Report –tracks the work plan for activities, timeline and metrics.
Program Statistics Report –tracks attributes identified in the face sheet based on user configuration.
Site Visit Report – contains a record of the site visits to grantee agencies.

Each standard report format can be customized to fit a particular grant.

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Configure the online review and approval of financial reports. Ability to attach comments to progress and financial reports. (These may be set to be viewable only by the grantor office.)	

The grant administrator can review and approve progress and financial reports submitted by grantees by reporting period, by grantee based on the selection criteria. The grant administrator has the ability to enter any comments against individual

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
sections, as applicable.	

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Ability to develop a screen required for monitoring the reports. This will include screens to add comments about the grantees.	
EGrAMS also has the feature to monitor the status of progress reports based on user defined selection criteria (e.g. Display all grantees with progress reporting status, Display all grantees who have not submitted progress reports for last ‘x’ periods, etc.).	

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Automatically generate delinquent notification to defaulters. Delinquent notifications will be sent (via email) automatically to the grantees.	
The system automatically generates and sends delinquent email notification after the grace days. The grant administrator may also print the delinquent list of grantees, if required. EGrAMS supports entry site visit reports based on the site visit applicability set up for the respective grantee. Site visit reports are entered online into the system.	

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Create and store site visit reports as attachments. Ability to assign grants to specific individuals.	
Ability to prevent grantees from submitting a progress or financial report until all previous progress and financial reports have been submitted.	
Progress and financial reports are submitted by grantees in chronological order of the reporting timeline. The system restricts grantees from entering and submitting progress reports for a subsequent period unless reports for prior reporting periods have been submitted.	

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Ability to approve financial and progress reports.	
All progress and financial reports submitted by grantees are reviewed and approved online by the grantors. Grantors can add comments / remarks to reports that need correction / modification. On completion of the required corrections, the reports go through the review and approval process.	

Section 1.104.4.9	Build Post Award Monitoring
Requirement	
Ability to download progress and financial reports to an Excel or Word format. This download should include the grantor	

Section 1.104.4.9	Build Post Award Monitoring

Requirement

comments that are attached to the reports

EGrAMS supports printing of progress and financial reports in summary and detail format. The reports generated are in PDF format and may be downloaded into EXCEL or fixed length format if required.

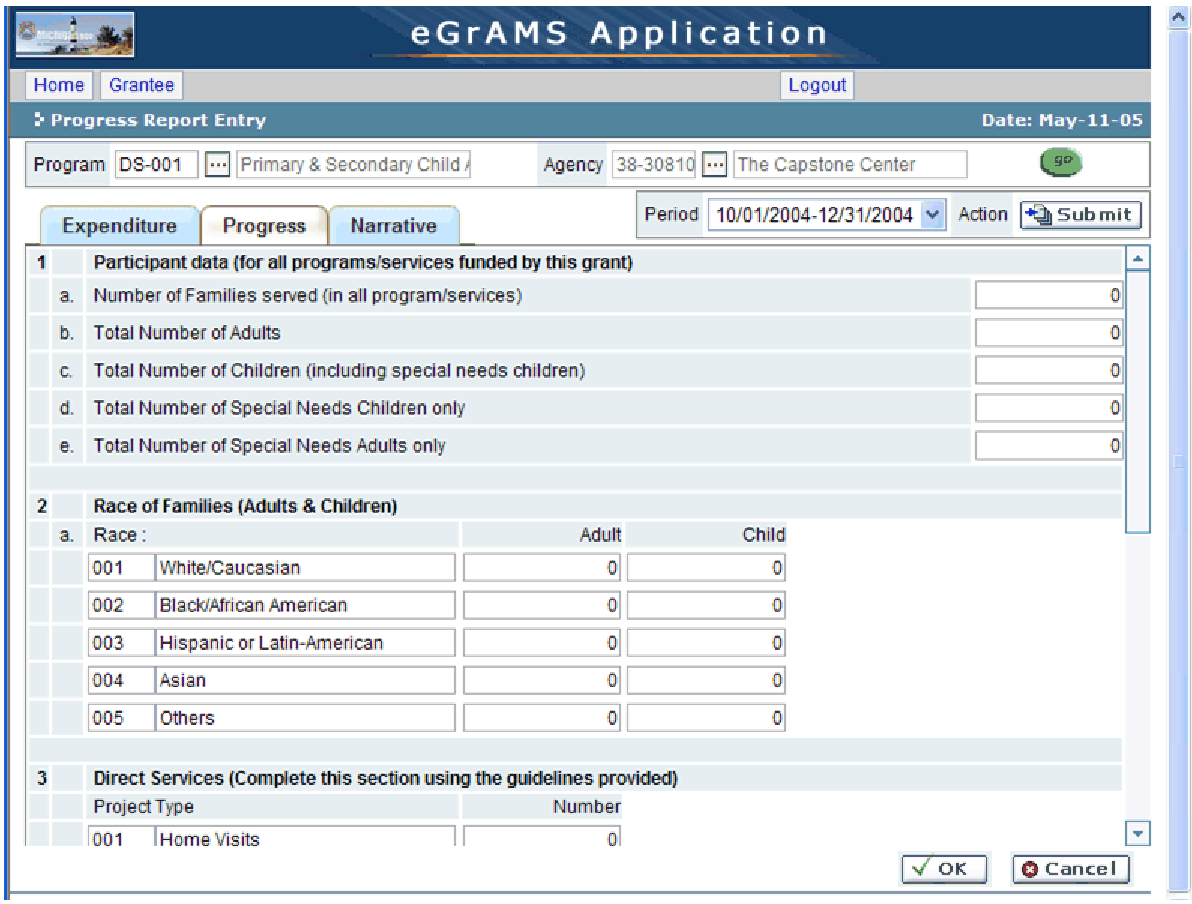
Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

Submit Progress Reports

a. Enter information requirements for a progress report.

EGrAMS allows grantees to enter and submit their periodic progress reports online. The progress reports comprise of Program and narrative reports. The system validates the reports for period and also ensures that the reports are complete are there are no logical errors.

Listed below, in *Fig 1.104.4.10(1.1),* is an example of the Program Progress report.



1.104.4.10(1.1)

Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

b. Ability to save and print incomplete progress report.

Information entered may be saved at any time. The report is not available to the grantor unless the report has been submitted.

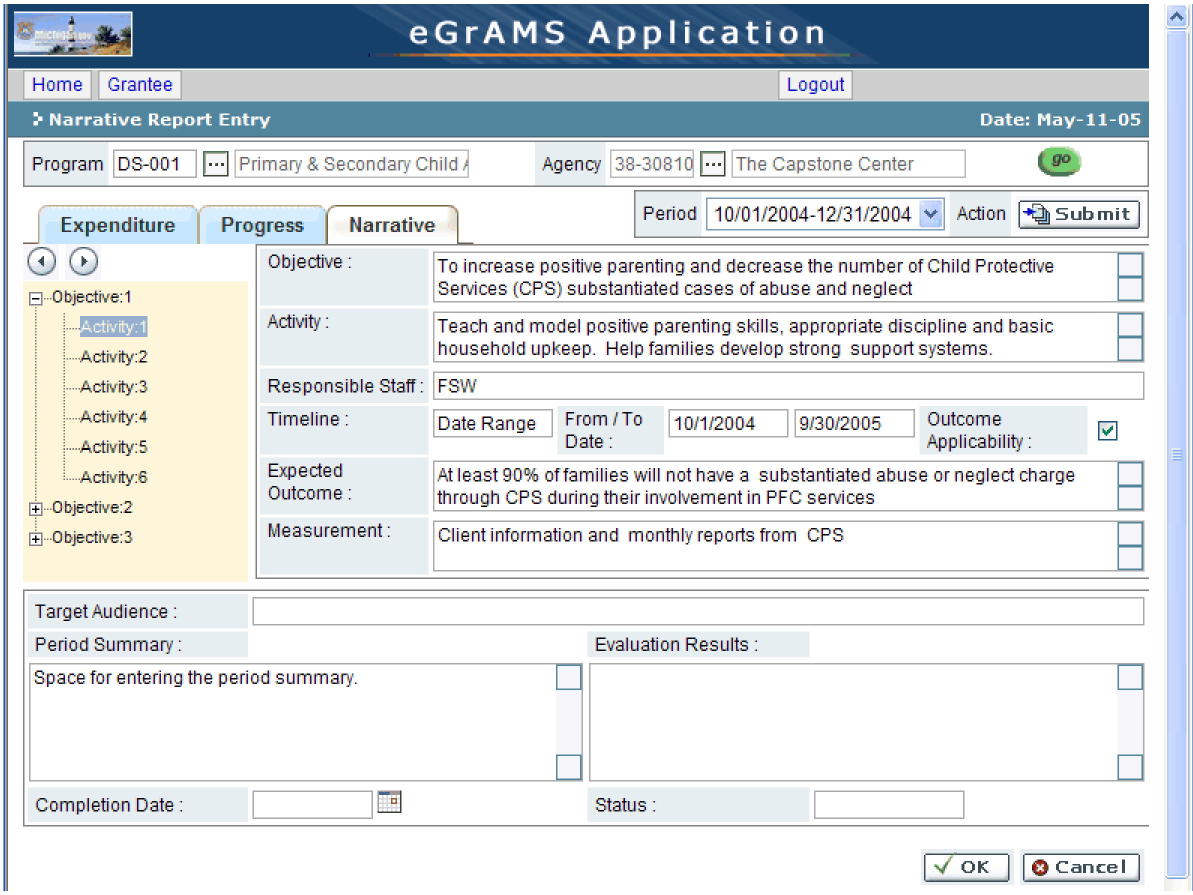
Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

c. Ability to print progress reports.

Progress reports may be printed from the ‘Reports’ menu.

Listed below, in *Fig 1.104.4.10(1.2),* is an example of the Narrative progress report.



1.104.4.10(1.2)

The system displays the objectives and activities in a tree structure. For each objective and respective activity, the system displays the corresponding information from the work plan (e.g. responsible staff, timeline, expected outcome, measurement).

For each reporting period, the grantee can enter the period summary and the evaluation results. If the activity is complete, the grantee can update the completion date. Once activities are complete and are approved by the grantor, no changes can be made to the summary information and evaluation results.

Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

Requirement

d. Ability to add attachments to a progress report.

EGrAMS does not support attachments to progress reports. However, the system will be modified to accept attachments in the progress reports.

Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

Requirement

Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports

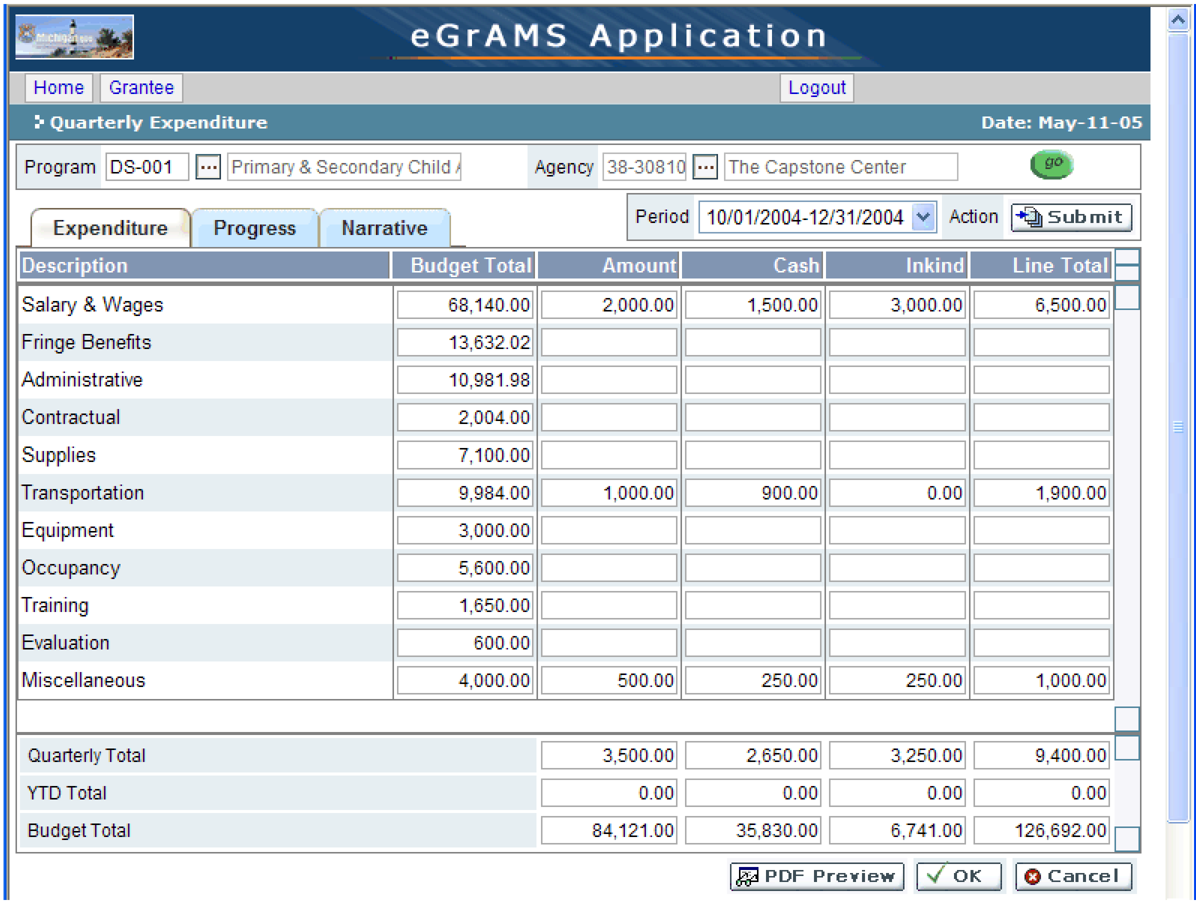
Requirement

Submit Financial Reports

a. *Enter information requirements for a financial report.*

EGrAMS allows grantees to enter and submit their financial reports online. The system validates the report for period and also ensures that the reports are complete are there are no logical errors.

Listed below, *Fig 1.104.4.10(1.3),* is an example of the financial report.



Description	Budget Total	Amount	Cash	Inkind	Line Total
Salary & Wages	68,140.00	2,000.00	1,500.00	3,000.00	6,500.00
Fringe Benefits	13,632.02				
Administrative	10,981.98				
Contractual	2,004.00				
Supplies	7,100.00				
Transportation	9,984.00	1,000.00	900.00	0.00	1,900.00
Equipment	3,000.00				
Occupancy	5,600.00				
Training	1,650.00				
Evaluation	600.00				
Miscellaneous	4,000.00	500.00	250.00	250.00	1,000.00
Quarterly Total		3,500.00	2,650.00	3,250.00	9,400.00
YTD Total		0.00	0.00	0.00	0.00
Budget Total		84,121.00	35,830.00	6,741.00	126,692.00

1.104.4.10(1.3)

The system displays the expenses categories and expense amount from the respective grantee budget information. If the disbursement type is 'Advance', the system validates that the expenditures are in the range of the limits for the disbursement frequency. (e.g. If approved amount is $80,000 and the disbursement frequency is 'Quarterly'. This means that the grantee would be paid $20,000 each quarter. If the expense variance is set to 10% and the financial report expenditures amount to less than $18,000, the system will display a suitable warning.

b. *Ability to save and print incomplete financial report.*

Information entered in the financial reports may be saved at any time. The report is not available to the grantor unless the report has been submitted.

c. *Ability to print financial reports.*

The grantee may print the financial report at any time using the 'Print' option.

Section 1.104.4.10	Grantee Functionality Requirements– Progress and Financial Reports
d. Ability to add attachments to a financial report.	
EGrAMS supports up to 6 attachments at each expense category and each reporting period. Attachments may be in word, PDF, EXCEL, gif, jpg or tif format.	

Section 1.104.4.11	Build Amendments Management
Requirement	
Listed below are the Amendment process requirements: *Ability for grantees to make Amendment requests via an on-line amendment request form.*	
On formalization and completion of the Grant Agreement / Contract activities, the system automatically uses the respective grant application as the base for performance tracking. Any changes to the application need to be made to the grantor organization as a formal Amendment Request.	

Section 1.104.4.11	Build Amendments Management
Requirement	
Ability to make changes to the grant financial management, grant details and grant allocations.	
Amendment requests are reviewed by the grantor and may go through a formal amendment approval process. This would depend on the workflow configuration. An amendment request may be Approved or Denied. If an Amendment request is approved, the system unlocks the application and the grantee may make the required changes to the application.	

Section 1.104.4.11	Build Amendments Management
Requirement	
Initiate Award-Re-approval process.	
Based on the scope and impact of the changes, the application may go through a re-approval process.	

Section 1.104.4.11	Build Amendments Management
Requirement	
4. Ability to log Amendment Changes with date/time stamps and name of person approving change for auditing purposes. *6. Ability to track Amendments.*	
All changes made to an application are logged and tracked. The system maintains an audit trail of all changes together with the last date of the change and the user who made the change.	

Section 1.104.4.11	**Build Amendments Management**
Requirement	
Ability to issue Amendments to the contract and agreements.	
Contracts / Agreements are generated online by the system using the latest grant application information.	

Section 1.104.4.11	**Build Amendments Management**
Requirement	
Ability to archive Amendments and create screens for viewing Amendment history. Versions of the grant agreement need to be retained and SOM users need the ability to access all previous versions of the grant agreements and Amendments. Grantees should have access to grants that they own.	
All amendments are stored in the grants system database and all changes may be viewed online or printed as a report.	

Section 1.104.4.11	**Build Amendments Management**
Requirement	
Ability for grantees and grantors to access previous year's grant applications and or agreements and "cut and paste" to new application.	
Grantees and grantors can access their previous year applications and agreements and can do a 'copy and paste' sections to a new application.	

Section 1.104.4.11.1	**Grantee features for Amendments Management**
Requirement	
1. Ability to request an amendment via an amendment request form. *2. Ability to change a grant application – once the grantor has approved the request for amendment.* *3. Ability to submit amendment for approval.* *4. Ability to view and print original grant agreement and subsequent amendment versions*	
The vendor agrees to meet all the requirements.	

Section 1.104.4.12	**Build Closeout**
Requirement	
Listed below are some of the closeout process requirements. *Ability to review recipient obligations for the grant agreement period.*	
EGrAMS is an end-to-end application that supports the entire grant life cycle from application configuration through close-out. The closeout process evaluates each grantee obligations as follows: 1. All progress and financial reports received and approved	

Section 1.104.4.12	**Build Closeout**
Requirement	
2. All match requirements have been met 3. For disbursement type 'Advance' – financial reports submitted equal the amount advanced. In the event that the amount advanced is greater than the reported amount, the system automatically generates refund requests to the grantees.	

Section 1.104.4.12	**Build Closeout**
Requirement	
Ability to generate delinquent notification for close out reports.	
The system generates a grant closeout report for each grant that enables the grantor s to take the necessary action.	

Section 1.104.4.12	**Build Closeout**
Requirement	
Ability to create and store formal closeout reports. These reports will be attached to the grant agreement.	
All reports generates in EGrAMS are on demand. Reports generated are in PDF format and the reports may be saved and stored by the grantor for future reference.	

Section 1.104.5	***Build Grant Management***
Requirement	
The vendor must provide the grantor office the ability to generate a set of screens to manage to meet the needs of the grant program management office. This functionality will provide the ability for grant offices to conduct the following tasks. *The vendor will provide the ability to build a grant management table for each grant program. The table must be configurable for each grant program. Each grant will create a table with the following types of information:* *a. Grant Program Name* *b. Grant Program Category* *c. Allocated Amount for Grant Program Category* *d. Anticipated outcomes of Grant Program Category* *e. Grant Program Sub-category* *f. Anticipated outcomes for Grant Program Sub-category* *g. Allocated Amount for each sub-category* *h. Funding source for each sub-category* *i. Federal* *ii. State* *iii. Restricted* *i. $ Amount approved for each grantee (for competitive grants)* *j. Descriptive field for capturing grantee performance to date* *k. Grantee Identifier numbers*	

Section 1.104.5	***Build Grant Management***

Requirement

i. There could be up-to four (4) identifier numbers

l. For non-competitive provide the following additional fields:

i. Allocated amount for each grantee

ii. Boolean field (Yes/No) if grantee has submitted application

m. Remaining balance for each grant sub-category (calculated field). This is the balance remaining in each category, as funds are obligated for each sub-category.

n. Remaining balance for each grant program main category. This is balance remaining for each category as funds are obligated for each category.

o. Audit fields:

i. Date of creation of initial allocations table

ii. Date/time stamp of last update to allocations table

iii. Name of person performing last update

EGrAMS is a highly flexible and configurable application that allows grantor organizations to define the required fields and their associated business rules. The above section comprises of functionality relating to master and transactional data.

The grant program setup allows each grant to set up the respective grant information like grant program name, grant program category, allocated amount for grant program category, grant program subcategory, funding sources, etc.

For competitive grants, based on the recommended amount, the system automatically allocates the available grant amount in the descending order of the rank (score). The system also automatically sets the approved amount to the recommended amount. The grant has the ability to change the rank order as well as the approved amount.

Grantee performance is updated on a periodic basis as comments in the progress reports and site visit reports.

Grantee identifier numbers are updated in the grantee agency profile information.

For non-competitive grants, EGrAMS supports allocation at a grant, tier or grantee agency level. For grant level allocation, the allocation is set up at the grant level and all applicants applying for the respective grant are allocated the set allocated amount. For tier level allocation, allocations are set up at the grant tier level and all applicants applying for the respective tier are allocated the set corresponding tier allocated amount. For grantee level allocation, each grantee is allocated a specific amount based on a formula. The allocated amount may be manually entered into the system or may be uploaded using an EXCEL spreadsheet (CSV) or a XML file. On publishing a non-competitive grant, the system automatically sends out email notifications to grantees communicating their allocations.

For non-competitive grantee allocation grants, on submission of a grant application, the system automatically updates the status flag against the respective grantee allocations.

On approval of grant applications, the system automatically updates the approved amount against the respective grant. The difference between the available and the approved amount is the remaining balance against each grant sub-category.

Every record in EGrAMS has audit fields like create date & time, create user, last update date & time, update user.

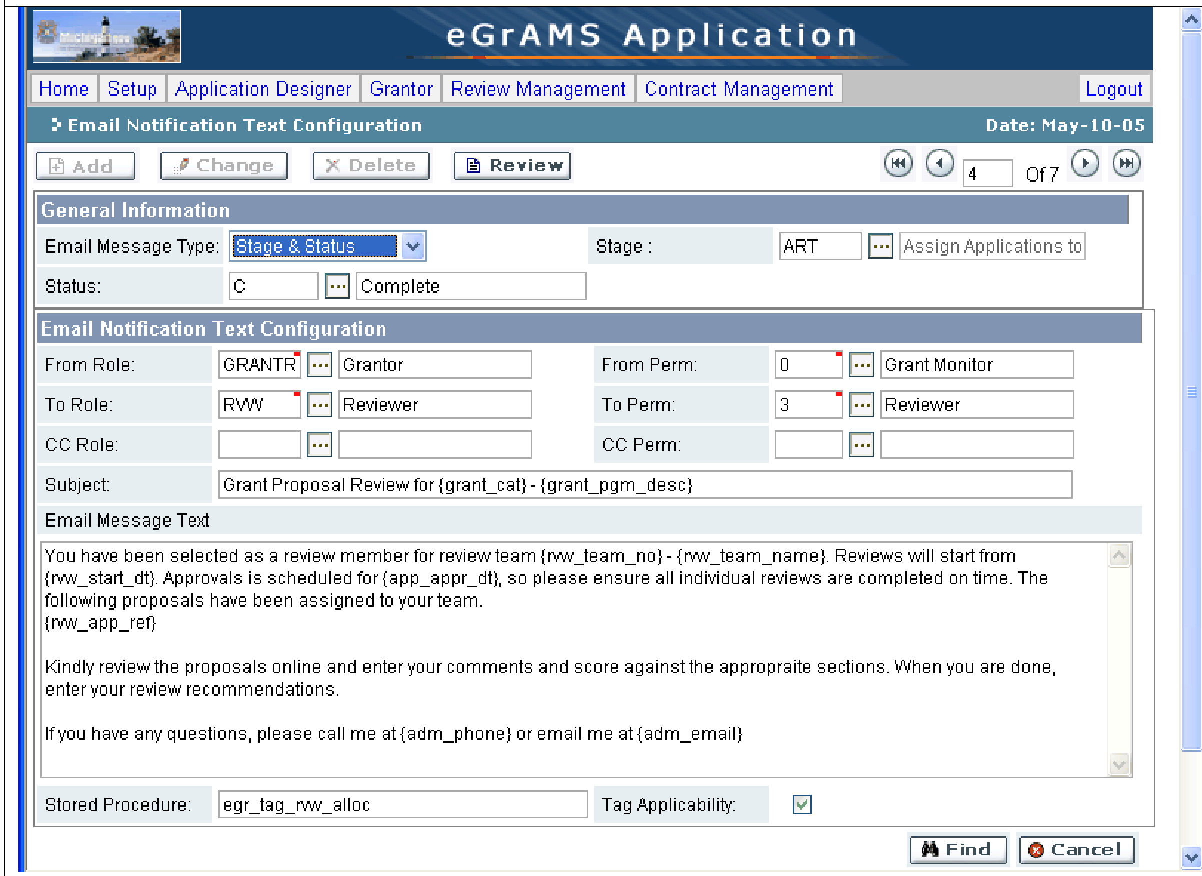
The vendor will provide ability for automatic generation of emails to potential grantees in the noncompetitive grants arena to remind them to submit grants.

EGrAMS supports generation and sending out of event based emails based on the workflow configuration. The application administrator sets the email text for required events. In addition to defining the required text, the system also identifies the distribution list by role and responsibility / permission code.

Listed below, in *Fig 1.104.5.1(1.1),* is an example of the email text configuration screen.

Section 1.104.5	***Build Grant Management***

Requirement



1.104.5.1(1.1)

Note in the above example, tags appearing in curly braces {grant_cat}, etc are filled in by the system at run time.

In addition to sending out event-based emails, the system also allows grant s to send out ad-hoc emails as and when required. Ad-hoc emails may be sent to all users, specific roles, specific users, all grantee agencies, specific grantee agency types or specific grantee agencies. In addition, the grant program may also send out emails to customized lists.

EGrAMS also supports a user interface to view sent / received emails through the system based on user defined searched criteria (e.g. Sender, Receiver, From / To Date range, Subject, etc).

Section 1.104.5.1	***Build Grant Program Setup for Grant Management***

Requirement

Provide the ability to make updates to the grant management table.

After publishing of a grant, restricted updates may be made to the grant information.

Section 1.104.5.1	***Build Grant Program Setup for Grant Management***

Requirement

Provide the ability for the system to automatically update the remaining balances as grants are approved or amended

Section 1.104.5.1	***Build Grant Program Setup for Grant Management***

Requirement

EGrAMS maintains several fields to track and provide meaning balance information to the grant. Some of the balance fields maintained in the grant tables are grant available amount, total recommended amount, total approved amount, total amount due for current period, total ytd amount paid. The above counters are automatically updated by the system amount based on the various events.

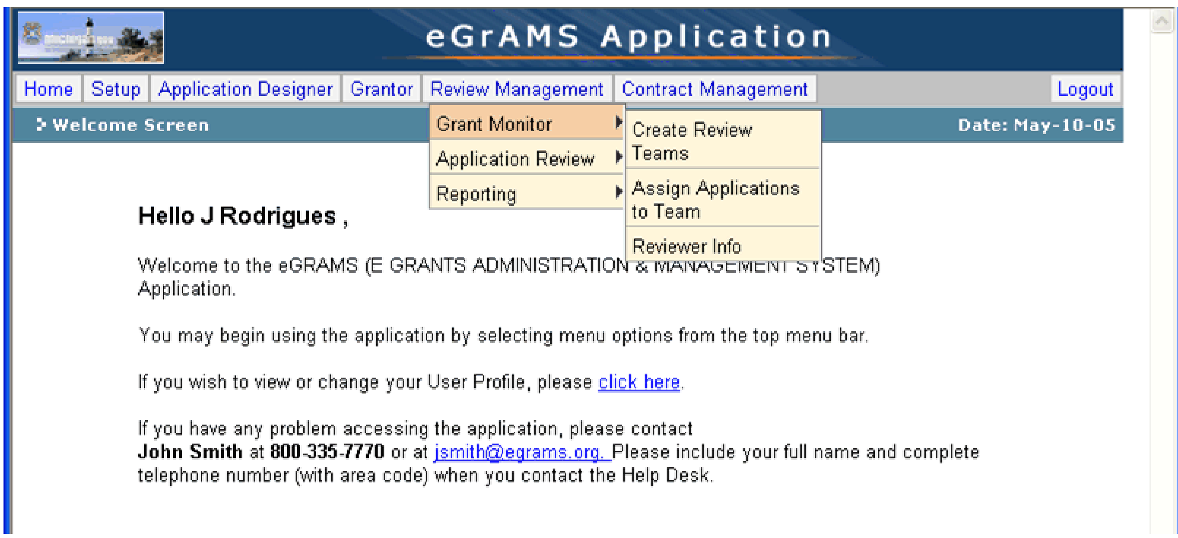
Section 1.104.5.2	***Grantor in-Box Creation***

Requirement

Create a user specific “in-box” for grantors to view all tasks that are assigned to the individual. This will allow individual to easily locate and view tasks such as application review, application approval, password approval, progress review approval, and financial review approval.

Please describe in your bid response how the Grantor in-Box Creation requirement will be met.

EGrAMS supports a simple easy to use menu system that displays all tasks a user has access to. Listed below, in *Fig 1.104.5.2(1.1),* is an example of the menu system.



1.104.5.2(1.1)

In addition the menu system, the system also has a task list for screens that a user has access within a workflow stage. e.g. A user may have access to ‘Grant Application Entry’. The above screen would always be available in the user menu. However, access to the screen would be restricted based on the stage and status or the respective grant application. However, in a task list the item would appear as long as users have access to the screen taking the current stage of the application into consideration.

Section 1.104.5.3	**Grant User Management**

Requirement

1. *Ability to add and delete users (see security requirements, 1.104.2, for functionality).*

Please describe in your bid response how the Grant User Management requirement will be met.

Refer to Section 1.104.2. . All Security requirements are met and documents in the security requirement.

Section 1.104.5.4	Create and Modify Help Screens
Requirement	
Ability to create help-screens.	
All help text is stored in database tables. EGrAMS supports creation of help text, usage notes and instructions during configuration of the grant.	

Section 1.104.5.4	Create and Modify Help Screens
Requirement	
Ability to modify help-screens.	
Grantors or users that have access to modify help text may modify help text, usage notes and instructions as required.	

Section 1.104.5.5	Reporting Requirements
Requirement	
Search and Report on Grants in the System *1. Ability to search and show grants by workflow stage (in review, approved, denied, etc.)* *2. Ability to search and view progress and financial reports – based on grantee name and year.* *3. Ability to search and view previous versions of an amended grant agreement.* *4. Ability to search and view grants by program area and/or grantee name.* *5. Ability to create reports in the formats required by the State Administrative Board. For details, see http://www.michigan.gov/doingbusiness.* *6. Provide an ad-hoc reporting tool that allows the grantor to:* *a. Provide the users the ability to see a list of the fields that are available.* *b. Ability to choose fields needed for the report.* *c. Ability to enter a report name and save report.* *d. Ability to modify saved report formats.* *e. Ability to provide a header for the report. The header could have a report name and date associated with it.* *f. Ability to download report to Excel and to print the report.*	
Refer to Generic Reporting Tool (GRT) functionality. See section 1.104.3 and section 1.104.3.2.2.	

Section 1.104.6	Grant Build Module Implementation
Requirement	
Vendor will provide the State with a requirements gathering template in an electronic format. Grant designers will use this template to gather data for designing grant program automation.	
Vendor will provide the State with a requirements gathering template for grant designers to facilitate grantor agencies to define the various sections and associated business rules for a grant. The requirements gathered will for the basis for the grant design and configuration process. The requirements gathering template will be provided to the State in electronic format.	

Section 1.104.6	Grant Build Module Implementation
Requirement	
Vendor will provide the State with a template for gathering process documentation. Grant designers will use this template to document processes for automation.	
Templates will be provided as required.	

1.104.7 Task Summary for Grant Build Module

#	Tasks
1	JAD sessions for Grant Build module
2	Detailed system requirements document
3	Database schema – Agency Grant Data
4	Grant Allocations Table
5	Grant Application Creation
6	Grant Review Functionality
7	Peer review functionality
8	Application approval and Grant agreements functionality
9	Post Award monitoring functionality
10	Amendments management functionality
11	Close out functionality
12	Grant management functionality
13	Requirements gathering templates
14	Ad hoc query and reports
15	On-line help screens for grantors and grantees

Section D –

Phase 2 A
The vendor will convert the DCH Byrne Memorial grant (which includes the Governor's Discretionary Grant as a sub program) as a fixed price deliverable. The vendor will also convert DHS – Children's Trust Fund as part of Phase 2A. There will no additional cost to the State for this conversion.

The State has the right to include the following grants as part of the Phase 2A:
DHS – Juvenile Justice grants
MSP – Highway Safety Grants

These will also be converted as a fixed price deliverable as quoted in the vendor's price proposal.

Phase 3
The scope of contract for Phase 3 (which is optional) includes the following elements:

2. Discovery Task – the vendor will facilitate several eight-hour JAD sessions with DIT staff and the following agencies per the contract for a fixed price:

   Department of Education – MEGS System
   Department of Community Health – Victims of Crime Act

   The purpose of the JAD sessions would be to gather data on existing grants for each agency, to create business process and data flowcharts of existing systems, collect other pertinent information regarding business rules required for the grants, and to determine the existing data infrastructure.

   Based on the timeline the Vendor will conduct JAD sessions with DIT and staff from the above mentioned State agencies (Department of Education, Department of Community Health) to understand the current e-grants functionality and configuration requirements. VENDOR will document the business processes and data flows of the existing automated e-Grants systems. In addition, Vendor will use the requirements gathering template to document the requirements and respective business rules, general, security and access requirements. Based on the requirements gathered, Vendor would identify the requirements met by the EGrAMS system and any gaps that may require minor changes or modifications. On completion of the Requirements Specifications, the document will be submitted to the respective State agency users for their review and feedback.
   Vendor may need to also work with DIT and the vendors of the respective automated e-grants systems to understand the details of the data model. Based on the information gathered, Vendor would document the data model and map the existing data to the EGrAMS system. In absence of fields available in the current system, Vendor may suggest populating the fields with default data in consultation with DIT and the grantor users.
   Depending on the number of grants and data to be migrated, Vendor will create an implementation plan in consultation with DIT and the respective State agency. The detailed timeline can be mutually agreed between the respective stakeholders. The sign-off of the Requirements Specifications marks the end of the Requirements or Discovery phase and forms the basis for the implementation / configuration of EGrAMS for the respective agency grant programs.
   Vendor will provide fifteen (15) total JAD sessions at the fixed price quoted in the price proposal. The State has the option of adding other JAD sessions as needed.

   Deliverables from Discovery Task-Contractor will provide the following deliverables Documentation and analysis of existing grant system.

   - Data migration plan for existing grant systems.
   - Implementation of grant in new environment.

   The State reserves the option of choosing to implement all or parts of the migration plan.

SECTION E – Phase 4 -– Migrate and Build Additional Grants

Phase 4 is optional to the State. The State retains the right to choose not to complete this phase. If authorized, the State can issue a contract change notice for Phase 4 work to be performed.

The scope of this Contract for Phase 4 includes the following elements:

- Implementation of Phase 3 as a fixed price solution
- Assist the State in migration and building other grants as needed.

Note: The State of Michigan has the option of selecting the portions of the implementation plan from Phase 3 to be completed.

SECTION F – E-Grants Hosting Options

The Vendor will host the application for a period of 12 months from March 1, 2006 to February 28, 2007. The State has the option of deciding whether to continue with the vendor provided hosting by February 2007 or hosting the application within the State's environment.

This managed hosting solution will deliver hosting infrastructure technologies that would provide the required performance and resilience for the State's E-Grants system. These technologies include mirroring, caching and clustering services used in tandem with the managed security services to create a fully managed, cost-effective solution for its online requirements.

The network and facilities the data center at our corporate headquarters at Troy, Michigan, provide the connectivity, security and support required for high-availability systems. We are confident that our hosting environment will provide SOM with top website performance and ensure 12 x 7 availability with 99.9% uptime. VENDOR offers application hosting services to its select customers from this data center.

Vendors should provide a detailed description of the following:

- *A complete description of the vendor's web-hosting center/data center, including geographic location(s) and all relevant environmental factors such as power, HVAC, floor space, proposed layout, user accessibility, network configuration and level of redundancy.*

Network

- Multiple-internet connections to Tier 1 internet providers
- Gigabit network
- Cisco, Nortel and Dell network equipment

The data center utilizes enterprise routing and switching engines from technology leaders Cisco, Nortel and F5. The internet connectivity is provided by Global Crossing, ATT and SBC. Multi-homing enables seamless access to web applications in the event one provider's bandwidth experiences a severe problem and shuts down.

Servers

- Dual Processor Pentium Xeon servers from HP and Dell
- Windows 2000 and Windows 2003 servers and clusters
- Server peak usage maintained at 50% to avoid CPU overload

Redundancy and Reliability:

- RAID Level 5 for data redundancy for database servers
- High-availability network switches
- Hour-plus battery UPS and gas-powered generator on all network equipment
- Daily tape backup
- 99.9% network uptime
- Network alerts reported 24x7 to support staff alpha-pagers

Facilities

The facilities offer redundancy in power, HVAC, network connectivity, and security. The data center has multiple UPS battery backup power and onsite permanent generator power. The HVAC systems are a combination of chilled water and condenser units to provide redundancy in cooling.

Firewall and Intrusion Detection

Firewalls intercept all traffic entering from the internet and other networks. Cisco Secure PIX has been implemented for leading-edge performance to secure access between an internal network and internal networks containing web, application and database servers.

Vendor uses industry standard intrusion detection tools in its hosting facility to ensure that unauthorized access attempts are detected and logged. Periodic reviews of these logs are used to strengthen and update firewall policies. Intrusions are classified and high priority intrusions raise alerts via several mechanisms including emails, pagers/cell phones etc. Vendor uses industry standard firewalls and establishes DMZs to protect the web servers and database servers.

Server System Monitoring
The network resources are continually probed on timed intervals, to test their availability and responsiveness. If the event of a failure, the administrators are automatically notified and recovery procedures are initiated..

Backups

A high-speed, high-volume backup solution based on technologies from HP and Veritas has been implemented. Daily backup routines copy critical data from servers to backup disks. Data from these disks is in turn copied to tape for offsite storage. This solution allows back up of every server on our network and ensures that data is safe and quickly recoverable in the event of a loss.

Security

- All servers are housed in a secure and environmentally-controlled environment.
- Access and movement is monitored by security cameras, sensors and electronic cards readers.
- All movement within the building is recorded and also stored electronically.
- Regular server and network updates, upgrades and maintenance
- Multi-homed redundancy

Information security involves maintaining safeguards to ensure the confidentiality, integrity and availability of information by an organization, and the systems that store, transmit and process the information. VENDOR has well defined security policies and VENDOR hosting facilities support a highly secure environment.

Physical Access – The Vendor has controlled access to facility, data center and server enclosure racks. Access to an employee is granted based on a formal authorization mechanism to control access based on server/network resource and time. Access is logged and reviewed by the security administration. Monthly reports are generated audited on a quarterly basis.

System Access – The Vendor has multi-layer logical controls to protect sensitive data. The network and data access to system restricted by user name & password that created & reviewed by system administrator after receiving a formal authorization from departmental heads.

The Vendor has standardized on Symantec Norton Anti-virus Corporate Edition for its anti-virus needs. This product is implemented on multiple layers like gateways, email servers, user workstations, data storage servers, etc. Real time scanning is implemented across all servers and workstations and the processes and procedures (‘auto-update’) ensure regular updates of anti-virus signatures.

Proprietary Information Access – The Vendor has a strict policy that no client information can be carried out of the hosting facility. All hard copies are disposed using shredding machines. Workstations are disabled for floppy USB ports, emails are filtered for specific words, etc.

Review and Audits – The Vendor uses industry standard monitoring tools to monitor servers, applications and logs and based on pre-defined criteria will be able to alert the administrators of issues with any of them. This also helps consolidate logs for purposes of audits and review by internal and external parties.

- *A description of the vendor’s experience with hosting sites similar to that which is being acquired through this procurement.*

Hosting Similar Sites
Vendor is hosting applications for a very large automotive company with similar requirements with respect to number of users, hardware and network architecture, availability and uptime requirements. The hosting environment requires the same technology and level of expertise for supporting the servers, network devices and database.
In addition, VENDOR employees support and maintain similar applications running in larger configurations at a Fortune 50 customer. VENDOR plans to utilize this expertise to supplement the current systems staff supporting the VENDOR data center.

- *References of current customers with hosting requirements similar to those of the State.*

Reference Customer
The Vendor has developed and is currently hosting a critical application that supports more than 400 concurrent users at a Fortune 50 customer. In addition, VENDOR also provides support and maintenance for this web-based system.

- *A description of the service offerings provided by the vendor at the web hosting facility. This should include: the use of dedicated and/or shared servers, platforms supported, available software offerings, available storage space, information pertaining to monthly data transmission allowances (if applicable), reliability and performance boosting efforts (e.g., caching, mirroring, and load balancing), and the range of services available (including application management, system integration, benchmarking, high availability configurations, and disaster recovery).*

Service Offering – Application Development, Hosting and Support
The Vendor provides development, hosting and maintenance of application software and products. The servers running the application and database software are dedicated to the system.

VENDOR systems support staff are responsible for maintaining the hardware while the application support staff is responsible for supporting, maintaining and enhancing the application software.

To deliver the required systems performance, the network and database architectures offered to customers are built upon load balancing and failover devices from companies such as Nortel and F5 Network, firewalls from Cisco, and high-availability switches from F5 Networks and Nortel.

- *Describe in detail the nature of the Vendor's underlying transport network (or networks) to be employed in enabling the solution. Such a description should include size of network, transport protocol employed, security scheme for the network, general network topology, etc.*

- *Description of support that is available for SSL security, database connections.*

SSL Data Encryption
Vendor offers an option for 128-bit Secure Socket Layer (SSL) encryption to customers requiring encrypted transmissions. SSL makes use of a digital certificate that verifies the identity of the Internet transaction and allows encryption. The use of SSL between a user and the servers at VENDOR ensures that information exchanged has not been intercepted by unauthorized third parties. VENDOR has installed and supported digital certificates, as well as offers solutions based on hardware based SSL termination.

- *Details about the hours of operation at the vendors outsourcing locations.*

Hours of Support
VENDOR support staff is available at the data center during normal business hours of 8AM to 6PM on business days. The support staff is also available on-call after these hours to support the hosted infrastructure as well as application software.

- *Staffing numbers and expertise per location, strategy for new staff hiring, and staff retention programs.*

Staffing
Vendor maintains a team of 4 support staff to maintain the data center. This team is supplemented by another 2 system admins. The support team of highly experienced and skilled network and systems administrators is headed by a Support Manager responsible for meeting the SLA for the infrastructure and the hosted applications agreements.

- *Vendors should discuss their approach for addressing security relative to network layer controls, platform controls and application controls. The discussion should also cover the vendor's support for advanced security technologies such as managed firewalls, encryption, authentication, intrusion detection, site scanning, server hardening, and the performance of security audits/penetration tests.*

- *Vendors should also describe their documented policies and procedures for dealing with security issues on an on-going basis. A description of the advanced security options used at the facility such as managed firewalls, encryption, authentication, intrusion detection, and site scanning.*

- *Vendors should provide information regarding disaster recovery strategies, prototyping and pilot testing, performance monitoring and problem resolution, knowledge transfer to State employees and exit strategies.*

Recovery Strategies and Knowledge Transfer
Vendor maintains training and testing facility in Bloomington, Illinois. This facility also functions as a disaster recovery site. VENDOR has developed business continuity plans in consultation with its major customers based on application criticality, risk analysis and feasibility. These plans involve restoration of data on servers based on restoration of backup data stored offsite, temporary relocation of support staff, and network connectivity based on VPNs.

Section	Service Level Agreements

Requirement

NOTE: The State wishes to issue two points of clarification relative to hosting services:

- *The hosting contract (if the State chooses an external hosting option) and the e-grants contract will be signed under separate agreements, even in the instance where the same Prime Contractor is awarded both Contracts.*
- *If the State chooses an external hosting option, it intends to award the Contract to the hosting provider included in the proposal's integrated solution team. In other words, the State does not intend to select an e-grants solution from one proposal and a hosting provider from another.*

Service Level Agreements

Vendors proposing a full or partial outsourcing option will be required to establish service level agreements (SLAs) with the State. The SLAs will specify:

- *minimum acceptable requirements for system uptime and availability,*
- *system responsiveness,*
- *number and expertise of technical support staff,*
- *back-up schedules,*
- *software updates,*
- *system monitoring and maintenance,*
- *responsiveness of technical support staff when problems are encountered (including help desk response time, time to answer, time to resolution, time to escalation, etc.)*
- *problem management and escalation procedures,*
- *types and frequency of management reports pertaining to the performance of the outsourcing vendor.*

As stated previously, E-Grants expects a service level of 99.97 percent uptime for both network and server availability.

To be able to grow and scale quickly and to deal with unexpected traffic bursts, the outsourcing vendor will be expected to guarantee to keep their infrastructures fairly lightly utilized (50 percent to 70 percent for server and network utilization).

While there is no geographic restriction as to where the hosting facility is to be located, the vendor must ensure that the number of "hops" encountered when a user initiates a query against the system is kept to a minimum to ensure the highest possible system responsiveness. System latency will be detailed in the actual SLA.

Performance penalties will be assessed in the event the outsource vendor fails to fulfill the requirements of the SLA. While these penalties will be dealt with in greater detail in the contract that will result from this procurement, the State will retain the option of including several options for assessing such penalties, including but not limited to service credit time, financial penalties that are proportionate to the amount of business lost, or an accelerated credit scale (e.g., two days of credit for every hour of outage.).

1.2 Roles and Responsibilities

1.201 CONTRACTOR STAFF, ROLES, AND RESPONSIBILITIES

- The vendor will provide a Project Manager to oversee all aspects of the project.

  The Project Manager is considered to be key to the project and must have project manager experience in the successful implementation and integration of the specific Contractor software solution in organizations as large as the State of Michigan. In addition, the project manager should have experience in partnering with the client's staff so that at the time the project is completed, SOM staff would be in a position to successfully maintain and manage the software solution and processes. Furthermore, it is highly desirable that the project manager has experience, as a project manager, in managing and operating a project at CMM level three (3) standards. The intent is to deliver the highest quality solution by deploying and maintaining best practices, methodologies, tools and knowledge capital using the CMM framework. This person should have at least 3-4 years of experience in Project Management. The project manager must be PMI certified as a PMP.

- The Vendor will provide a technical team lead and team members who have extensive experience with the successful implementation of the specific Contractor software solution in organizations as large as the State of Michigan. In addition, the team members should have experience in partnering with the client's staff so that at the time the project is completed, SOM staff would be in a position to successfully maintain and manage the software solution and processes.

- The vendor will provide business analysts to lead and conduct JAD (Joint Application Design) sessions for the State of Michigan.

- The vendor shall have overall responsibility for managing and successfully performing and completing the Services, subject to the overall direction and supervision of the State and with the participation and support of the State as specified in any resulting Contract. The vendor's duties will include monitoring and reporting the State's performance of its participation and support responsibilities (as well as the vendor's own responsibilities) and providing timely notice to the State in vendor's reasonable opinion if the State's failure to perform its responsibilities in accordance with the (Project Plan) is likely to delay the timely achievement of any Contract task.

- The following positions/staff are considered to be Key Personnel: – (see section **2.506 STAFF)**
  - **Project Manager - Joseph Rodrigues**
  - **Business Analyst & Quality Assurance - Piyush Bhatt**
  - **Technical Architect – Shibu Madhavan**
  - **Technical Lead – Anil Pundhir**

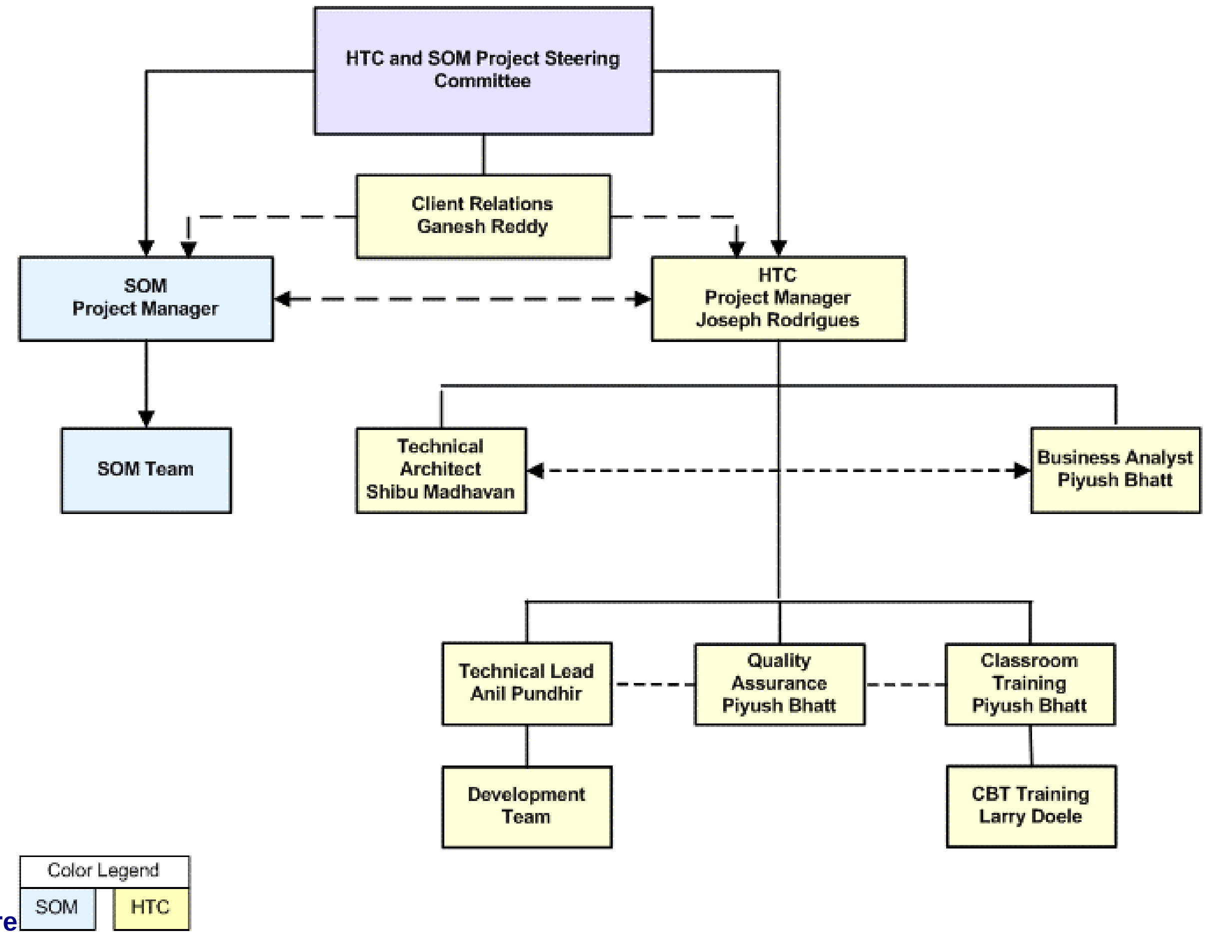
- Comply with State's Security Guidelines published on http://www.michigan.gov/dit/0,1607,7-139-7321---.00.html. For example, 1310.02 Information Processing Security; 1460.00 Acceptable Use Agreements; etc. Vendor's staff assigned to the project will also be expected to sign non-disclosure agreements and submit to background checks

Summary

The Vendor maintains adequate staffing level for each project to ensure that the project activities are completed on time and within the project budget. Upon contract award VENDOR will plan and perform the following functions to initiate the project:

- Appoint a Project Manager
- Deploy key personnel for the project
- Develop a detailed project management plan in consultation with SOM staff for all deliverables

HTC Qualified Personnel/Staffing Chart



Team Structure

The Vendor agrees to the following team structure for this project:

Roles and Responsibilities

The vendor will use internal resources to execute this project. This section describes the responsibilities of the various roles.

Name	**Joseph Rodrigues, PMP**
Role	Project Manager
Availability	100% for Phase 1 and 2
Responsibility	▪ Act as a single point of contact for the State ▪ Coordinate for timely delivery of all project deliverables ▪ Report the progress status to the State and VENDOR Steering Committee ▪ Manage all aspects related to the project and provide oversight ▪ Ensure delivery of all project deliverables ▪ Coordination between State and VENDOR project team ▪ Ensure Quality Management Systems are followed ▪ Identify, report and resolve issues through the SOM project manager

Ref of Resume Page #	*See **Appendix A** for resume and certification.*
Name	▪ **Piyush Bhatt**
Role	▪ **Business Analyst & Quality Assurance**
Responsibility	▪ Perform all functional aspects related to the project including Requirements analysis, functional specifications, test cases, etc. ▪ Interview business process owners ▪ Analyze user interface requirements ▪ Coordinate business objectives with the project deliverables ▪ Review Unit Test Plan & Test Cases ▪ Prepare integration and system test plans ▪ Perform integration and system testing ▪ Prepare training materials ▪ Conduct 'train-the-trainer' training sessions
Ref of Resume Page #	*Please see **Appendix A** for resume.*
Name	▪ **Shibu Madhavan**
Role	▪ **Technical Architect**
Responsibility	▪ Architectural Design, Architecture Plan ▪ Coordinate between Business Analyst and Team Lead
Ref of Resume Page #	*Please see **Appendix A** for resume and certification.*
Name	▪ **Anil Pundhir**
Role	▪ **Technical Lead**
Availability	100% for Phase 1 and 2
Responsibility	▪ Control all development aspects related to the project including requirements specifications, technical design ▪ Ensure all project deliverables meet the quality standards ▪ Manage project on a day-to-day basis as per project plans ▪ Mentor development and quality teams on project details ▪ Identify any project problems and initiate corrective actions ▪ Release project deliverable and approve changes to project work items
Ref of Resume Page #	*Please see **Appendix A** for resume.*
Name	▪ **Pradeep Reddy & Arunandhi Rathinam**
Role	▪ **Developer/Programmer Analyst**
Responsibility	▪ Develop code and Unit Test Cases as per specifications ▪ Unit Testing of the developed program / code ▪ Fix the bugs detected at unit, integration, system or client acceptance / beta testing
Ref of Resume Page #	*Please see **Appendix A** for resume.*
Name	▪ **Larry Doele**
Role	▪ **Computer Based Training Specialist**

Responsibility	▪ Develop Training materials ▪ Develop Training Evaluation and Scoring material ▪ Conduct web-based training and tracking
Ref of Resume Page #	*Please see **Appendix A** for resume.*
Role	▪ **State of Michigan Project Manager**
Responsibility	▪ Act as a liaison between State users / project team and VENDOR ▪ Coordinate meetings, reviews, approvals with the State teams ▪ Ensure feedback and comments are provided to VENDOR in a timely manner ▪ Validate and sign–off on the deliverables from the project

1.202 STATE STAFF, ROLES, AND RESPONSIBILITIES

- Manage the Contract as a partnership with the Vendor.
- Monitor and track the performance of the Vendor to insure the requirements of the contract are met.
- Coordinate Billings and Payment with the Vendor
- Designate a DIT Project Manager to oversee the project, along side the Vendor.
- Designate DIT central point of contact for ongoing post implementation system maintenance.
- The DIT will provide timely approvals of deliverables and invoices.
- Designate SOM e-grants team for development and implementation on the system.
- Coordinate activities between Vendor and granting agencies.

1.203 OTHER ROLES AND RESPONSIBILITIES

Not applicable

1.3 Project Plan

1.301 PROJECT PLAN MANAGEMENT

A project plan must be delivered within the first twenty (20) business days after the effective date of the contract resulting from this contract. The project plan must reflect the tasks lists identified in each section of this contract.

The Vendor will manage the project in accordance with the PMBOK™ (Project Management Institute) and the state's PMM methodology. Methodology is available at www.michigan.gov/techtalk. Vendor will use an automated tool for planning; monitoring and tracking the Contract's progress and the level of effort of any Vendor personnel spent performing Services under the Contract. In addition, Vendor shall use automated project management tools as reasonably necessary to perform the Services, which tools shall include the capability to produce through the end of the Contract:

(a) Staffing tables with names of personnel assigned to Contract tasks.

(b) Project plans showing tasks, subtasks, Deliverables and the resources required and allocated to each (including detailed plans for all Services to be performed within the next sixty (60) calendar days, updated semi-monthly).

(c) Graphs showing critical events, dependencies and decision points during the course of the Contract. Any tool(s) used by Vendor for such purposes must produce information of a type and in a manner and format that will support reporting in compliance with the State's standard to the extent such standard is described with reasonable detail in the Statement of Work.

(d) Manage and operate the project at CMM level three (3) standards. The intent is to deliver the highest quality solution by deploying and maintaining best practices, methodologies, tools and knowledge capital using the CMM framework.

(e) Provide the State with clearly written processes for managing updates to the software during and after the implementation of the system.

(f) Vendor will be responsible for the leading and managing the end user testing.

1.302 REPORTS

A report format will be submitted to the State for approval within twenty (20) business days after the effective date of the contract resulting from this RFP. Once both parties have agreed to the format of the report, it shall become the standard to follow for the duration of the contract. The Vendor shall submit weekly reports using the agreed upon format Additionally, within twenty (20) business days after the effective date of the contract resulting from this RFP, the parties shall determine an appropriate set of meetings to be held between representatives of the State and Vendor. Vendor shall prepare and circulate an agenda prior to the meetings.

1.4 Project Management

1.401 ISSUE MANAGEMENT

<table>
<tr><th>Section 1.401</th><th>ISSUE MANAGEMENT</th></tr>
<tr><td colspan="2">Requirement</td></tr>
<tr><td colspan="2">Vendor shall maintain an issue log for the project. The issue management log must be available electronically to the State's project manager at all times. The issue log must be updated weekly and must have the following elements:
❖ Description of issue
❖ Issue identification date
❖ Responsibility for resolving issue.
❖ Priority for issue resolution (to be mutually agreed upon by the State and the Vendor)
❖ Resolution date
❖ Resolution description</td></tr>
<tr><td colspan="2">Issue Management
All issues/defects identified by SOM will be recorded in a Defect Control Log and sent to the vendor. The form has all the elements listed by SOM. The vendor will review the issues and resolve them in a reasonable time. All issues received are logged into the vendor's Issue tracking tool and tracked to closure. Listed below is a brief description of the Issue Management process.
❖ The Issue originator reports the issue.
i. The Vendor's Single Point of Contact (SPOC) for the project logs the issue.
ii. The Vendor's team will review the reported issues, determine its scope and impact, and plan the appropriate resolution actions.
iii. On approval of the resolution action, the issues are prioritized and scheduled for closure.
iv. Closure of the issues is closely monitored by the vendor's SPOC.
v. If the resolution takes longer than a predefined duration, the issue will be escalated as appropriate.
vi. Issues are closed on approval and confirmation by the designated SOM representative.</td></tr>
</table>

Section 1.402	RISK MANAGEMENT

Requirement

The vendor must create a risk management plan for the project. A risk management plan format will be submitted to the State for approval within twenty (20) business days after the effective date of the contract resulting from this RFP. Once both parties have agreed to the format of the plan, it shall become the standard to follow for the duration of the contract. The plan must be updated weekly. The risk management plan will be developed in accordance with the State's PMM methodology and the PMBOK ™ (Project Management Institute).

Risk Management

The Vendor has a standard Risk Management plan, which identifies the potential risks in the project, their impact, and mitigation plan to address them. This plan can be customized to comply with SOM's formatting requirements, SOM's PMM methodology and the PMBOK ™ (Project Management Institute). Risks identified in the project plan are evaluated on a weekly basis and the details of any mitigation activities are reported in the weekly status report. Any additional risks identified are also updated in the Risk Management plan.

Section 1.403	CHANGE MANAGEMENT

Requirement

The following provides a detailed process to follow if a change to this Statement of Work (SOW) is required.

- *A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change; the rationale for the change and the effect the change will have on the project.*
- *The designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.*
- *The Vendor's Project Manager and the State will review the proposed change and approve it for further investigation or reject it. Vendor will specify any charges for such investigation. If the investigation is authorized, the State and the Vendor will sign the PCR, which will constitute approval for the investigation charges. (The timing of signature by the State Project Manager will be in accordance with the State's Administrative Board or other applicable approval process). Vendor will invoice the State for any such charges. The investigation will determine the effect that the implementation of the PCR will have on price, schedule and other terms and conditions of the Agreement.*

A written Change Authorization and/or Project Change Request (PCR) must be signed by both parties to authorize implementation of the investigated changes.

Change Management

The change control process will be used for requesting and managing changes to the Enterprise eGrants Portal project work products created or maintained by the project team members. This process will facilitate communication about requested changes among the stakeholders of this project, provide a common process for resolving requested changes and reported problems, and also reduce the uncertainty around the existence, state and outcome of a change that has been requested in a work product.

Any stakeholder of this project will be able to submit the following types of changes for consideration:

Requests for requirements changes (additions, deletions, modifications, deferrals) in product(s) currently under development

Reports of problems in the production systems

Requests for enhancements in the production systems (in the future)

Requests for new product development initiatives (in the future)

Each work product of the project will be baselined after the initial development and review. Change Control process will be applicable to that work product for any subsequent changes proposed.

A Change Control Board (CCB) will be setup with appropriate representation from the State and VENDOR, which normally consist of Project Managers from State and VENDOR. This group will approve or reject proposed Project Change Request (PCR). Initially, the designated Project Manager of the requesting party will review the proposed

Section 1.403	CHANGE MANAGEMENT

change and determine whether to submit the request to the other party. Change Requests will be evaluated by the CCB members, then CCB members will sign the PCR and assign it to the appropriate team member for necessary action. VENDOR Project Manager will raise invoice to the SOM for any such charges on the PCR. CCB will evaluate and conduct an impact analysis to determine the effect that the implementation of the PCR will have on price, schedule and other terms and conditions of the Agreement and will take necessary actions accordingly.

A change request would affect the following project artifacts:

i. Software

ii. Documentation

iii. Traceability Matrix

iv. Change Log

v. Change Management Records

The vendor's change control process has following steps:

1. Enter the request in the Department / Project Change Request Log. Assign a change request number to the change.
2. Analyze change request for validity of change.
3. Items affected by the proposed change, use traceability matrix to identify items
4. Efforts involved
5. Effect on delivery schedule
6. Record on change request form
7. Analyze the change request for capability assessment to handle changes along with the risk factors. The changes that can be absorbed in the contingency margin of the project can be approved by the PM. For changes that cannot be absorbed in the contingency margin the PM will authorize a proposal review in consultation with the affected groups. The contingency margin is regularly updated in the Change Request Log.
8. Compare the schedule impact and the effort impact with the respective margins in Change Request Log. While taking any decision on the margin, ensure that the accumulated effort of all changes received so far is within the contingency margin of the project.
9. Changes beyond the scope of the project must be reviewed and approved by CCB.
10. If a change request cannot be accommodated within the project contingency, initiate a CCB meeting. Review the change. If necessary, negotiate with the customer to accommodate the change within the contract.
11. Record evaluation and impact in change request form and update change request log.
12. Record the decision regarding approval/rejection of change request on the change request form
13. In case the change request is approved, inform all concerned about the change, checkout the items from the Configuration Library. Update Configuration Register. Implement changes.
14. Ensure that the changes are reviewed, approved as per the procedures relevant for the item. Perform regression tests where applicable or any other activity to ensure that the changes has not caused unintended effects on the configurable items.
15. Update configuration register to reflect the new release and new version of the item. Record end date and final status in change request and status form.
16. Release items using the release form as per review process subsequent to approval from the CCB. Notify users of the affected items

1.5 Acceptance

1.501 CRITERIA

1. All Deliverables (Physical Deliverables and Written Deliverables) and Services require formal written approval by the State, in accordance with the following procedures. Formal approval by the State requires that the Deliverable be confirmed in writing by the State to meet its specifications, which will include the successful completion of Testing as applicable in **Section 1.104.1.6, Requirement 5**, to be led by the State with the support and assistance of Vendor. The parties acknowledge that the approval process set forth herein will be facilitated by ongoing consultation between the parties, visibility of interim and intermediate Deliverables and collaboration on key decisions.

2. Prior to commencement of its review or testing of a Deliverable/Service, the State may inspect the Deliverable/Service to confirm that all components of the Deliverable/Service have been delivered without material deficiencies. If the State determines that the Deliverable/Service has material deficiencies, the State may refuse delivery of the Deliverable/Service without performing any further inspection or testing of the Deliverable/Service. Otherwise, the review period will be deemed to have started on the day the State receives the Deliverable or the Service begins, and the State and Vendor agree that the Deliverable/Service is ready for use and, where applicable, certified by the Vendor.

3. The State will approve in writing a Deliverable/Service upon confirming that it conforms to and, performs in accordance with, its specifications without material deficiency. The State may, but shall not be required to, conditionally approve in writing a Deliverable/Service that contains material deficiencies if the State elects to permit Vendor to rectify them post-approval. In any case, Vendor will be responsible for working diligently to correct within a reasonable time at Vendor's expense all deficiencies in the Deliverable/Service that remain outstanding at the time of State approval.

4. If, after three (3) opportunities (the original and two repeat efforts), Vendor is unable to correct all deficiencies preventing Final Acceptance of a Deliverable/Service, the State may: (i) demand that Vendor cure the failure and give Vendor additional time to cure the failure at the sole expense of Vendor; or (ii) keep the Contract in force and do, either itself or through other parties, whatever Vendor has failed to do, in which event Vendor shall bear any excess expenditure incurred by the State in so doing beyond the Contract price for such Deliverable/Service and will pay the State an additional sum equal to ten percent (10%) of such excess expenditure to cover the State's general expenses provided the State can furnish proof of such general expenses; or (iii) terminate the particular Statement of Work for default, either in whole or in part by notice to Vendor provided Vendor is unable to cure such breach. Notwithstanding the foregoing, the State shall not use, as a basis for exercising its termination rights under this Section, deficiencies discovered in a repeat State Review Period that could reasonably have been discovered during a prior State Review Period.

5. The State, at any time and in its reasonable discretion, may halt the testing or approval process if such process reveals deficiencies in or problems with a Deliverable/Service in a sufficient quantity or of a sufficient severity as to make the continuation of such process unproductive or unworkable. In such case, the State may stop using the Service or return the applicable Deliverable to Vendor for correction and re-delivery prior to resuming the testing or approval process.

6. The State Review Period for Written Deliverables will be the number of days set forth in the applicable Statement of Work following delivery of the final version of the Deliverable (failing which the State Review Period, by default, shall be five (5) Business Days for Written Deliverables of one hundred (100) pages or less and ten (10) Business Days for Written Deliverables of more than one hundred (100) pages). The duration of the State Review Periods will be doubled if the State has not had an opportunity to review an interim draft of the Written Deliverable prior to its submission to the State. The State agrees to notify Vendor in writing by the end of the State Review Period either stating that the Deliverable is approved in the form delivered by Vendor or describing any deficiencies that must be corrected prior to approval of the Deliverable (or at the State's election, subsequent to approval of the Deliverable). If the State delivers to Vendor a notice of deficiencies, Vendor will correct the described deficiencies and within thirty (30) Business Days resubmit the Deliverable in a form that shows all revisions made to the original version delivered to the State. Vendor's correction efforts will be made at no additional charge. Upon receipt of a corrected Deliverable from Vendor, the State will have a reasonable additional period of time, not to exceed the length of the original State Review Period, to review the corrected Deliverable to confirm that the identified deficiencies have been corrected.

1.502 FINAL ACCEPTANCE

The following criteria will be used by the State to determine Final Acceptance of the Services and/or Deliverables provided under this SOW:

- Vendor shall deliver an end-to-end testing plan for the system.
- Vendor must conduct an end-to-end testing of the system.
- All errors found as a result of the testing must be corrected.
- All deliverables listed in Article 1, Statement of Work, will be delivered.
- All end user testing listed in Article 1, Statement of Work, will be completed.
- Modules must run satisfactory for 30 days to be found acceptable

1.6 Compensation and Payment

This is a deliverable-based contract. All payments will be made for all deliverables installed and accepted. The final deliverable will be for 10% of the contract deliverables and will be paid by State after Final Acceptance. The pricing proposal can be found as the last attachment in the contract.

1.7 Additional Terms and Conditions Specific to this SOW

Reserved

Article 2 – General Terms and Conditions

2.0 Introduction

2.001 GENERAL PURPOSE

This Contract is for procuring an enterprise-wide web-based grant system for the State of Michigan. Orders will be issued directly to the Vendor by various State Agencies on the Purchase Order Contract Release Form.

2.002 ISSUING OFFICE AND CONTRACT ADMINISTRATOR

The Contract is issued by Acquisition Services, State of Michigan, Department of Management and Budget, hereinafter known as Acquisition Services, for the Department of Information Technology, hereinafter known as DIT. Where actions are a combination of those of Acquisition Services and the State agencies, the authority will be known as the State.

Acquisition Services is the sole point of contact in the State with regard to all procurement and contractual matters relating to the commodities and/or services described herein. Acquisition Services is the only office authorized to negotiate, change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Contract. Acquisition Services will remain the SOLE POINT OF CONTACT throughout the procurement process.

Contractor proceeds at its own risk if it takes negotiation, changes, modification, alterations, amendments, clarification, etc., of the specifications, terms, or conditions of the contract from any individual or office other than Acquisition Services and the listed contract administrator

All communications covering this procurement must be addressed to contract administrator indicated below:

Department of Management and Budget
Acquisition Services
Attn: Joann M. Klasko
2nd Floor, Mason Building
P.O. Box 30026
Lansing, Michigan 48909
(517) 241-7233
KlaskoJ@michigan.gov

2.003 NOTICE

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

2.004 CONTRACT TERM

The term of this Contract will be for three (3) years and will commence with the issuance of a Contract. This will be approximately October 15, 2005 through October 14, 2008.

Option. The State reserves the right to exercise two (2) one-year options, at the sole option of the State. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Acquisition Services to exercise an option year.

Extension. At the sole option of the State, the contract may also be extended. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Acquisition Services to exercise an option year.

Written notice will be provided to the Contractor within thirty (30) days, provided that the State gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension. If the Government exercises this option, the extended contract shall be considered to include this option clause.

2.005 GOVERNING LAW

The Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. By signing this agreement, Contractor consents to personal jurisdiction in the state of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

2.006 APPLICABLE STATUTES

The following statutes, rules, and laws are applicable to the performance of this contract; some statutes are reflected in the clauses of this contract. This list is NOT exhaustive.

MI Uniform Commercial Code (MIUCC) MCL 440. (All sections unless otherwise altered by agreement)
MI OSHA MCL §§ 408.1001 – 408.1094
Freedom of Information Act (FIOA) MCL §§ 15.231, et seq.
Natural Resources and Environmental Protection Act MCL §§ 324.101, et seq.
MI Consumer Protection Act MCL §§ 445.901 – 445.922
Laws relating to wages, payments of wages, and fringe benefits on state projects MCL §§ 408.551 – 408.558, 408.471 – 408.490, 1965 PA 390.
Department of Civil Service Rules and regulations
Elliot Larsen Civil Rights Act MCL §§ 37.2201, et seq.
Persons with disabilities Civil Rights Act MCL §§ 37.1101, et seq.
MCL §§ 423.321, et seq.
MCL § 18.1264 (law regarding debarment)
Davis-Bacon Act (DBA) 40 USCU §§ 276(a), et seq.
Contract Work Hours and Safety Standards Act (CWHSAA) 40 USCS § 327, et seq.
Business Opportunity Act for Persons with Disabilities MCL §§ 450.791 – 450.795
Rules and regulations of the Environmental Protection Agency
Internal Revenue Code
Rules and regulations of the Equal Employment Opportunity Commission (EEOC)
The Civil Rights Act of 1964, USCS Chapter 42
Title VII, 42 USCS §§ 2000e et seq.
The Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.
The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.
The Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626, et seq.
The Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.
The Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.
Pollution Prevention Act of 1990 (PPA) 42 U.S.C. §13106
Sherman Act, 15 U.S.C.S. § 1 et seq.
Robinson-Patman Act, 15 U.S.C.S. § 13 et. seq.
Clayton Act, 15 U.S.C.S. § 14 et seq.

2.007 RELATIONSHIP OF THE PARTIES

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

2.008 HEADINGS

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

2.009 MERGER

This document constitutes the complete, final, and exclusive agreement between the parties. All other prior writings and negotiations are ineffective.

2.010 SEVERABILITY

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

2.011 SURVIVORSHIP

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

2.012 NO WAIVER OF DEFAULT

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

2.013 PURCHASE ORDERS

Orders for delivery of commodities and/or services may be issued directly by the State Departments through the issuance of a Purchase Order Form referencing this Contract (Blanket Purchase Order) agreement and the terms and conditions contained herein. Contractor is asked to reference the Purchase Order Number on all invoices for payment.

2.1 Contractor Obligations

2.101 ACCOUNTING RECORDS

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

2.102 NOTIFICATION OF OWNERSHIP

The Contractor shall make the following notifications in writing:

1. When the Contractor becomes aware that a change in its ownership or officers has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify Acquisition Services within 30 days.

2. The Contractor shall also notify the Acquisition Services within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership or officers.

The Contractor shall:

1. Maintain current, accurate, and complete inventory records of assets and their costs;

2. Provide Acquisition Services or designated representative ready access to the records upon request;

3. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership or officer changes; and

4. Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership or officer change.

2.103 SOFTWARE COMPLIANCE

The Contractor warrants that all software for which the Contractor either sells or licenses to the State of Michigan and used by the State prior to, during or after the calendar year 2000, includes or shall include, at no added cost to the State, design and performance so the State shall not experience software abnormality and/or the generation of incorrect results from the software, due to date oriented processing, in the operation of the business of the State of Michigan.

The software design, to insure year 2000 compatibility, shall include, but is not limited to: data structures (databases, data files, etc.) that provide 4-digit date century; stored data that contain date century recognition, including, but not limited to, data stored in databases and hardware device internal system dates; calculations and program logic (e.g., sort algorithms, calendar generation, event recognition, and all processing actions that use or produce date values) that accommodates same century and multi-century formulas and date values; interfaces that supply data to and receive data from other systems or organizations that prevent non-compliant dates and data from entering any State system; user interfaces (i.e., screens, reports, etc.) that accurately show 4 digit years; and assurance that the year 2000 shall be correctly treated as a leap year within all calculation and calendar logic.

2.104 IT STANDARDS

1. EXISTING TECHNOLOGY STANDARDS. The Contractor will adhere to all existing standards as described within the comprehensive listing of the State's existing technology standards at http://michigan.gov/dit.

2. PM METHODOLOGY STANDARDS. The State has adopted a standard documented Project Management Methodology (PMM) for use on all Information Technology (IT) based projects. This policy is referenced in the document titled "Project Management Methodology" – DMB Administrative Guide Procedure 1380.02 issued June 2000. Contractors may obtain a copy of this procedure, as well as the State of Michigan Project Management Methodology, from the Department of Information Technology's website at http://www.michigan.gov/projectmanagement.

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

3. ADHERENCE TO PORTAL TECHNOLOGY TOOLS. The State of Michigan, Department of Information Technology, has adopted the following tools as its Portal Technology development efforts:

   - Vignette Content Management and personalization Tool
   - Inktomi Search Engine
   - E-Pay Payment Processing Module
   - Websphere Commerce Suite for e-Store applications

Contractors must use the Portal Technology Tools to implement web content management and deployment efforts for agencies. Tools used for web-based application development must work in conjunction with Vignette and Inktomi. The interaction with Vignette and Inktomi must be coordinated with the Department of Information Technology, Enterprise Application Services Office, e-Michigan Web Development team.

Under special circumstances Contractors that are compelled to use alternate tools must submit an exception request to the Department of Information Technology, Enterprise Application Services Office, e-Michigan Web Development team, for evaluation and approval of each alternate tool prior to proposal evaluation by the State.

2.105 RESERVED

2.106 PREVAILING WAGE

The rates of wages and fringe benefits to be paid each class of individuals employed by the Contractor, its subcontractors, their subcontractors, and all persons involved with the performance of this contract in privity of contract with the Contractor shall not be less than the wage rates and fringe benefits established by the Michigan Department of Consumer and Industry Service, Bureau of Safety and Regulation, Wage/Hour Division schedule of occupational classification and wage rates and fringe benefits for the local where the work is to be performed. The term Contractor shall include all general contractors, prime contractors, project managers, trade contractors, and all of their contractors or subcontractors and persons in privity of contract with them.

The Contractor, its subcontractors, their subcontractors, and all persons involved with the performance of this contract in privity of contract with the Contractor shall keep posted on the work site, in a conspicuous place, a copy of all wage rates and fringe benefits as prescribed in the contract. You must also post, in a conspicuous place, the address and telephone number of the Michigan Department of Consumer and Industry Services, the office responsible for enforcement of the wage rates and fringe benefits. You shall keep an accurate record showing the name and occupation of the actual wage and benefits paid to each individual employed in connection with this contract. This record shall be available to the State upon request for reasonable inspection.

If any trade is omitted from the list of wage rates and fringe benefits to be paid to each class of individuals by the Contractor, it is understood that the trades omitted shall also be paid not less than the wage rate and fringe benefits prevailing in the local where the work is to be performed.

2.107 PAYROLL AND BASIC RECORDS

Payrolls and basic records relating to the performance of this contract shall be maintained by the Contractor during the course of the work and preserved for a period of 3 years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

The Contractor shall submit a copy of all payrolls to the Contract Administrator upon request. The payrolls submitted shall set out accurately and completely all of the information required to be maintained as indicated above.

The Prime Contractor is responsible for the submission of copies of payrolls by all subcontractors upon request from the Contract Administrator

The Contractor or subcontractor shall permit the Contract Administrator or representatives of the Contract Administrator or the State of Michigan to interview employees during working hours on the job.

If the Contractor or subcontractor fails to submit required records or to make them available, the Contract Administrator may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment.

2.108 COMPETITION IN SUB-CONTRACTING

The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

2.109 CALL CENTER DISCLOSURE

Contractor and/or all subcontractors involved in the performance of this contract providing call or contact center services to the State of Michigan must disclose the location of its call or contact center services to inbound callers. Failure to disclose this information shall be a material breach of this agreement.

2.2 Contract Performance

2.201 TIME IS OF THE ESSENCE

Contractor is on notice that time is of the essence in the performance of this contract. Late performance will be considered a material breach of this contract, giving the State a right to invoke all remedies available to it under this contract.

2.202 CONTRACT PAYMENT SCHEDULE

All invoices should reflect actual work done. Specific details of invoices and payments will be agreed upon between the Contract Administrator and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the Director of Acquisition Services, Department of Management & Budget. This activity will occur only upon the specific written direction from Acquisition Services. The State will retain 10% of the contract’s deliverables to be paid after Final Acceptance, which will be in the form of the final invoice.

2.203 POSSIBLE PROGRESS PAYMENTS

The Government may make progress payments to the Contractor when requested as work progresses, but not more frequently than monthly, in amounts approved by the Contract Administrator, after negotiation. Contractor must show verification of measurable progress at the time of requesting progress payments.

2.204 RESERVED

2.205 ELECTRONIC PAYMENT AVAILABILITY

Electronic transfer of funds is available to State contractors. Contractors are encouraged to register with the State of Michigan Office of Financial Management so the State can make payments related to this Contract electronically at www.cpexpress.state.mi.us.

2.206 RESERVED

2.3 Contract Rights and Obligations

2.301 INCURRING COSTS

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of the Contract. The State fiscal year is October 1st through September 30th. The Contractor(s) should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of the Contract.

2.302 CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Contract. If any part of the work is to be subcontracted, the Contract must include a list of subcontractors, including firm name and address, contact person and a complete description of work to be subcontracted. The State reserves the right to approve subcontractors and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. Any change in subcontractors must be approved by the State, in writing, prior to such change.

2.303 ASSIGNMENT AND DELEGATION

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

The Contractor shall not delegate any duties or obligations under the Contract to a subcontractor other than a subcontractor named and approved in the bid unless the Director of Acquisition Services has given written consent to the delegation.

Bidder must obtain the approval of the Director of Acquisition Services before using a place of performance that is different from the address that bidder provided in the bid.

2.304 TAXES

Sales Tax: For purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.

Federal Excise Tax: The State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.

The State's Tax Exempt Certification is available for Contractor viewing upon request to the Contract Administrator.

2.305 INDEMNIFICATION

General Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Contract.

2. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;

3. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;

4. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;

5. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

Patent/Copyright Infringement Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

Code Indemnification

To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from any claim, loss, or expense arising from Contractor's breach of the No Surreptitious Code Warranty.

Indemnification Obligation Not Limited

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

Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and affect not withstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.

Indemnification Procedures

The procedures set forth below shall apply to all indemnity obligations under this Contract.

(a) After receipt by the State of notice of the action or proceeding involving a claim in respect of which it will seek indemnification, the State shall promptly notify Contractor of such claim in writing and take or assist Contractor in taking, as the case may be, any reasonable action to avoid the imposition of a default judgment against Contractor. No failure to so notify Contractor shall relieve Contractor of its indemnification obligations except to the extent that Contractor can demonstrate damages attributable to such failure. Within ten (10) days following receipt of written notice from the State relating to any claim, Contractor shall notify the State in writing whether Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying Contractor of a claim and prior to the State receiving Contractor's Notice of Election, the State shall be entitled to defend against the claim, at Contractor's expense, and Contractor will be responsible for any reasonable costs incurred by the State in defending against the claim during such period.

(b) If Contractor delivers a Notice of Election relating to any claim: (i) the State shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in the handling of such claim and to monitor and advise the State about the status and progress of the Defense; (ii) Contractor shall, at the request of the State, demonstrate to the reasonable satisfaction of the State, Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) Contractor shall periodically advise the State about the status and progress of the defense and shall obtain the prior written approval of the State before entering into any settlement of such claim or ceasing to defend against such claim and (iv) to the extent that any principles of Michigan governmental or public law may be involved or challenged, the State shall have the right, at its own expense, to control the defense of that portion of such claim involving the principles of Michigan governmental or public law. Notwithstanding the foregoing, the State may retain control of the defense and settlement of a claim by written notice to Contractor given within ten (10) days after the State's receipt of Contractor' s information requested by the State pursuant to clause (ii) of this paragraph if the State determines that Contractor has failed to demonstrate to the reasonable satisfaction of the State Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State of Michigan, or any of its subdivisions pursuant to this Section, must be coordinated with the Department of Attorney General. In the event the insurer's attorney represents the State pursuant to this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

(c) If Contractor does not deliver a Notice of Election relating to any claim of which it is notified by the State as provided above, the State shall have the right to defend the claim in such manner as it may deem appropriate, at the cost and expense of Contractor. If it is determined that the claim was one against which Contractor was required to indemnify the State, upon request of the State, Contractor shall promptly reimburse the State for all such reasonable costs and expenses.

2.306 LIMITATION OF LIABILITY

The Contractor's liability for damages to the State shall be limited to two times the value of the Contract or $200,000 which ever is higher. The foregoing limitation of liability shall not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; to Contractor's indemnification obligations (2.305); or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

The State's liability for damages to the Contractor shall be limited to the value of the Contract.

2.307 CONTRACT DISTRIBUTION

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

2.308 FORM, FUNCTION, AND UTILITY

If the Contract is for use of more than one State agency and if the good or service provided under this Contract do not the meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the good or service from another source.

2.309 ASSIGNMENT OF ANTITRUST CAUSE OF ACTION

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the bidder hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

2.310 RESERVED

2.311 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, the Contractor must provide for up to 180 days after the expiration or cancellation of this Contract, all reasonable transition assistance requested by the State, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, (notwithstanding this expiration or cancellation) except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall pay the Contractor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for Contract performance.

2.312 WORK PRODUCT

Work Products shall be considered works made by the Contractor for hire by the State and shall belong exclusively to the State and its designees, unless specifically provided otherwise by mutual agreement of the Contractor and the State. If by operation of law any of the Work Product, including all related intellectual property rights, is not owned in its entirety by the State automatically upon creation thereof, the Contractor agrees to assign, and hereby assigns to the State and its designees the ownership of such Work Product, including all related intellectual property rights. The Contractor agrees to provide, at no additional charge, any assistance and to execute any action reasonably required for the State to perfect its intellectual property rights with respect to the aforementioned Work Product.

Notwithstanding any provision of this Contract to the contrary, any preexisting work or materials including, but not limited to, any routines, libraries, tools, methodologies, processes or technologies (collectively, the "Development Tools") created, adapted or used by the Contractor in its business generally, including any and all associated intellectual property rights, shall be and remain the sole property of the Contractor, and

the State shall have no interest in or claim to such preexisting work, materials or Development Tools, except as necessary to exercise its rights in the Work Product. Such rights belonging to the State shall include, but not be limited to, the right to use, execute, reproduce, display, perform and distribute copies of and prepare derivative works based upon the Work Product, and the right to authorize others to do any of the foregoing, irrespective of the existence therein of preexisting work, materials and Development Tools, except as specifically limited herein.
The Contractor and its subcontractors shall be free to use and employ their general skills, knowledge and expertise, and to use, disclose, and employ any generalized ideas, concepts, knowledge, methods, techniques or skills gained or learned during the course of performing the services under this Contract, so long as the Contractor or its subcontractors acquire and apply such information without disclosure of any confidential or proprietary information of the State, and without any unauthorized use or disclosure of any Work Product resulting from this Contract.

2.313 PROPRIETARY RIGHTS

A. *Software Ownership*

Software License

Contractor grants to the State a non-exclusive, royalty-free, site-wide, irrevocable, transferable license to use the Software and related documentation according to the terms and conditions of this Contract. For the purposes of this license, "site-wide" includes any State of Michigan office regardless of its physical location.

The State may modify the Software and may combine such with other programs or materials to form a derivative work. The State will own and hold all copyright, trademark, patent and other intellectual property rights in any derivative work, excluding any rights or interest in Software other than those granted in this Contract.

The State may copy each item of Software to multiple hard drives or networks.

The State will make and maintain no more than one archival copy of each item of Software, and each copy will contain all legends and notices and will be subject to the same conditions and restrictions as the original. The State may also make copies of the Software in the course of routine backups of hard drive(s) for the purpose of recovery of hard drive contents.

In the event that the Contractor shall, for any reason, cease to conduct business, or cease to support the Software, the State shall have the right to convert these licenses into perpetual licenses, with rights of quiet enjoyment, but subject to payment obligations not to exceed the then current rates.

B. *Source Code Escrow*

(a) *Definition.* "Source Code Escrow Package" shall mean:

(i) A complete copy in machine-readable form of the source code and executable code of the Licensed Software, including any updates or new releases of the product;
(ii) A complete copy of any existing design documentation and user documentation, including any updates or revisions; and/or
(iii) Complete instructions for compiling and linking every part of the source code into executable code for purposes of enabling verification of the completeness of the source code as provided below. Such instructions shall include precise identification of all compilers, library packages, and linkers used to generate executable code.

(b) *Delivery of Source Code into Escrow.* Contractor shall deliver a Source Code Escrow Package to the Escrow Agent, pursuant to the Escrow Contract, which shall be entered into on commercially reasonable terms subject to the provisions of this Contract within thirty (30) days of the execution of this Contract.

(c) *Delivery of New Source Code into Escrow.* If at anytime during the term of this Contract, the Contractor provides a maintenance release or upgrade version of the Licensed Software, Contractor shall within ten (10) days deposit with the Escrow Agent, in accordance with the

Escrow Contract, a Source Code Escrow Package for the maintenance release or upgrade version, and provide the State with notice of the delivery.

(d) <u>*Verification.*</u> The State reserves the right at any time, but not more than once a year, either itself or through a third party contractor, upon thirty (30) days written notice, to seek verification of the Source Code Escrow Package.

(e) <u>*Escrow Fees.*</u> The Contractor will pay all fees and expenses charged by the Escrow Agent.

(f) <u>*Release Events.*</u> The Source Code Escrow Package may be released from escrow to the State, temporarily or permanently, upon the occurrence of one or more of the following:

(i) The Contractor becomes insolvent, makes a general assignment for the benefit of creditors, files a voluntary petition of bankruptcy, suffers or permits the appointment of a receiver for its business or assets, becomes subject to any proceeding under bankruptcy or insolvency law, whether domestic or foreign;

(ii) The Contractor has wound up or liquidated its business voluntarily or otherwise and the State has reason to believe that such events will cause the Contractor to fail to meet its warranties and maintenance obligations in the foreseeable future.

(iii) The Contractor voluntarily or otherwise discontinues support of the provided products or fails to support the products in accordance with its maintenance obligations and warranties.

(g) <u>*Release Event Procedures.*</u> If the State desires to obtain the Source Code Escrow Package from the Escrow Agent upon the occurrence of an Event in Section 6, then:

(i) The State shall comply with all procedures in the Escrow Contract.

(ii) The State shall maintain all materials and information comprising the Source Code Escrow Package in confidence in accordance with this Contract.

(iii) If the release is a temporary one, then the State shall promptly return all released materials to Contractor when the circumstances leading to the release are n o longer in effect.

(h) <u>*License.*</u> Upon release from the Escrow Agent pursuant to an event described in Section 6, the Contractor automatically grants the State a non-exclusive, irrevocable license to use, reproduce, modify, maintain, support, update, have made, and create Derivative Works. Further, the State shall have the right to use the Source Code Escrow Package in order to maintain and support the Licensed Software so that it can be used by the State as set forth in this Contract.

(i) <u>*Derivative Works*</u>. Any Derivative Works to the source code released from escrow, which are made by or on behalf of the State, shall be the sole property of the State. The State acknowledges that its ownership rights are limited solely to the Derivative Works and do not include any ownership rights in the underlying source code.

2.314 WEBSITE INCORPORATION

State expressly states that it will not be bound by any content on the Contractor's website, even if the Contractor's documentation specifically referenced that content and attempts to incorporate it into any other communication, unless the State has actual knowledge of such content and has expressly agreed to be bound by it in a writing that has been manually signed by an authorized representation of the State.

2.4 Contract Review and Evaluation

2.401 CONTRACT COMPLIANCE INSPECTOR

Upon receipt at Acquisition Services of the properly executed Contract Agreement(s), the person named below will be allowed to oversee the Contract performance on a day-to-day basis during the term of the Contract. However, overseeing the Contract implies **no authority to negotiate, change, modify, clarify, amend, or otherwise alter the terms, conditions, and specifications of such Contract(s). That authority is retained by Acquisition Services**. The Contract Compliance Inspector for this project is:

Mary E. Ladd
Department of Information Technology
Contracts and Procurement Services
Constitution Hall
525 W. Allegan Street, Atrium, South Tower
Lansing, Michigan 48913
(517) 335-4082
LaddM@michigan.gov

2.402 PERFORMANCE REVIEWS

Acquisition Services in conjunction with the Department of Information Technology may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Acquisition Services, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Acquisition Services, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

2.403 AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS

(a) Inspection of Work Performed. The State's authorized representatives shall at all reasonable times and with ten (10) days prior written request, have the right to enter Contractor's premises, or any other places, where the Services are being performed, and shall have access, upon reasonable request, to interim drafts of Deliverables or work-in-progress. Upon ten (10) Days prior written notice and during business hours, the State's representatives shall be allowed to inspect, monitor, or otherwise evaluate the work being performed and to the extent that such access will not interfere or jeopardize the safety or operation of the systems or facilities. Contractor must provide all reasonable facilities and assistance for the State's representatives, so long as no security, labor relations policies and propriety information policies are violated.

(b) Examination of Records. No more than once per year, Contractor agrees that the State, including its duly authorized representatives, until the expiration of seven (7) years following the creation of the material (collectively, the "Audit Period"), shall, upon twenty (20) days prior written notice, have access to and the right to examine and copy any of Contractor's books, records, documents and papers pertinent to establishing Contractor's compliance with the terms and conditions of the Contract and with applicable laws and rules, including the State's procurement rules, regulations and procedures, and actual performance of the Contract for the purpose of conducting an audit, examination, excerpt and/or transcription but the State shall not have access to any information deemed confidential to Contractor to the extent such access would require such confidential information to become publicly available. This provision also applies to the books, records, accounts, documents and papers, in print or electronic form, of any parent, affiliated or subsidiary organization of Contractor, or any Subcontractor of Contractor performing services in connection with the Contract.

(c) Retention of Records. Contractor shall maintain at least until the end of the Audit Period all pertinent financial and accounting records (including time sheets and payroll records, and information pertaining to the Contract and to the Services, equipment, and commodities provided under the Contract) pertaining to the Contract in accordance with generally accepted accounting principles and other procedures specified in this Section. Financial and accounting records shall be made available, upon request, to the State at any time during the Audit Period. If an audit, litigation, or other action involving Contractor's records is initiated before the end of the Audit Period, the records must be retained until all issues arising out of the audit, litigation, or other action are resolved or until the end of the Audit Period, whichever is later.

(d) Audit Resolution. If necessary, the Contractor and the State shall meet to review each audit report promptly after issuance. The Contractor will respond to each audit report in writing within thirty (30) days from receipt of such report, unless a shorter response time is specified in such report. The Contractor and the State shall develop and agree upon an action plan to promptly address and resolve any deficiencies, concerns, and/or recommendations in such audit report.

1. Errors. If the audit demonstrates any errors in the statements provided to the State, then the amount in error shall be reflected as a credit or debit on the next invoice and in subsequent invoices until the amount is paid or refunded in full. However, a credit or debit may not be carried for more than four (4) quarterly statements. If a balance remains after four (4) quarterly statements, then the remaining amount will be due as a payment or refund within forty-five (45) days of the last quarterly statement that the balance appeared on or termination of the contract, whichever is earlier.

2. In addition to other available remedies, the difference between the payment received and the correct payment amount is greater than ten (10%), then the Contractor shall pay all of the reasonable costs of the audit.

2.5 Quality and Warranties

2.501 PROHIBITED PRODUCTS

The State will not accept salvage, distressed, outdated or discontinued merchandise. Shipping of such merchandise to any State agency, as a result of an order placed against the Contract, shall be considered default by the Contractor of the terms and conditions of the Contract and may result in cancellation of the Contract by the State. The brand and product number offered for all items shall remain consistent for the term of the Contract, unless Acquisition Services has approved a change.

2.502 RESERVED

2.503 RESERVED

2.504 GENERAL WARRANTIES (goods)

Warranty of Merchantability – Goods provided by Contractor under this agreement shall be merchantable. All goods provided under this contract shall be of good quality within the description given by the State, shall be fit for their ordinary purpose, shall be adequately contained and packaged within the description given by the State, shall conform to the agreed upon specifications, and shall conform to the affirmations of fact made by the Contractor or on the container or label.

Warranty of fitness for a particular purpose – When Contractor has reason to know or knows any particular purpose for which the goods are required, and the State is relying on the Contractor's skill or judgment to select or furnish suitable goods, there is a warranty that the goods are fit for such purpose.

Warranty of title – Contractor shall, in providing goods to the State, convey good title in those goods, whose transfer is right and lawful. All goods provided by Contractor shall be delivered free from any security interest, lien, or encumbrance of which the State, at the time of contracting, has no knowledge. Goods provided by Contractor, under this agreement, shall be delivered free of any rightful claim of any third person by of infringement or the like.

2.505 CONTRACTOR WARRANTIES

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

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

2. The Contractor will use adequate numbers of qualified individuals with suitable training, education, experience and skill to perform the services;

3. The Contractor will use its best efforts to use efficiently any resources or services necessary to provide the services that are separately chargeable to the State;

4. The Contractor will use its best efforts to perform the services in the most cost effective manner consistent with the required level of quality and performance;

5. The Contractor will perform the services in a manner that does not infringe the proprietary rights of any third party;

6. The Contractor will perform the services in a manner that complies with all applicable laws and regulations;

7. The Contractor has duly authorized the execution, delivery and performance of the Contract;

8. The Contractor is capable in all respects of fulfilling and shall fulfill all of its obligations under this contract.

9. The contract appendices, attachments, and exhibits identify all equipment and software services necessary for the deliverable(s) to perform and operate in compliance with the contract's requirements.

10. The Contractor is the lawful owner or licensee of any Deliverable licensed or sold to the state by Contractor or developed by Contractor under this contract, and Contractor has all of the rights necessary to convey to the state the ownership rights or license use, as applicable, of any and all Deliverables.

11. If, under this Contract, Contractor procures any equipment, software or other Deliverable for the State (including equipment, software and other Deliverables manufactured, re-marketed or otherwise sold by Contractor under Contractor's name), then in addition to Contractor's other responsibilities with respect to such items as set forth in this Contract, Contractor shall assign or otherwise transfer to the State or its designees, or afford the State the benefits of, any manufacturer's warranty for the Deliverable.

12. The contract signatory has the power and authority, including any necessary corporate authorizations, necessary to enter this contract, on behalf of Contractor.

13. The Contractor is qualified and registered to transact business in all locations where required.

14. Neither the Contractor nor any Affiliates, nor any employee of either, has, shall have, or shall acquire, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with Contractor's performance of its duties and responsibilities to the State under this Contract or otherwise create an appearance of impropriety with respect to the award or performance of this Agreement. Contractor shall notify the State within two (2) days of any such interest that may be incompatible with the interests of the State.

15. All financial statements, reports, and other information furnished by Contractor to the State as part of its response to the ITB or otherwise in connection with the award of this Contract fairly and accurately represent the business, properties, financial condition, and results of operations of Contractor as of the respective dates, or for the respective periods, covered by such financial statements, reports, other information. Since the respective dates or periods covered by such financial statements, reports, or other information, there have been no material adverse changes in the business, properties, financial condition, or results of operations of Contractor. All written information furnished to the State by or behalf of Contractor in connection with this Contract, including its bid, it true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make such information not misleading.

2.506 STAFF

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

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

Note - Please see section 1.201, Contractors Staff, Roles and Responsibilities. Key personnel are named by position.

2.507 SOFTWARE WARRANTIES

(a) Performance Warranty

The Contractor represents and warrants that Deliverables, after Final Acceptance, will perform and operate in compliance with the requirements and other standards of performance contained in this Contract (including all descriptions, specifications and drawings made a part of the Contract) for a period of ninety (90) days. In the event of a breach of this warranty, Contractor will promptly correct the affected Deliverable(s) at no charge to the State.

(b) No Surreptitious Code Warranty

The Contractor represents and warrants that no copy of licensed Software provided to the State contains or will contain in any Self-Help Code or any Unauthorized Code as defined below. This warranty is referred to in this Contract as the "No Surreptitious Code Warranty."

As used in this Contract, "Self-Help Code" means any back door, time bomb, drop dead device, or other software routine designed to disable a computer program automatically with the passage of time or under the positive control of a person other than the licensee of the software. Self-Help Code does not include Software routines in a computer program, if any, designed to permit an owner of the computer program (or other person acting by authority of the owner) to obtain access to a licensee's computer system(s) (e.g. remote access via modem) for purposes of maintenance or technical support.

As used in this Contract, "Unauthorized Code" means any virus, Trojan horse, spyware, worm or other Software routines or components designed to permit unauthorized access to disable, erase, or otherwise harm software, equipment, or data; or to perform any other such actions. The term Unauthorized Code does not include Self-Help Code.

In addition, Contractor will use up-to-date commercial virus detection software to detect and remove any viruses from any software prior to delivering it to the State.

(c) Calendar Warranty

The Contractor represents and warrants that all software for which the Contractor either sells or licenses to the State of Michigan and used by the State prior to, during or after the calendar year 2000, includes or shall include, at no added cost to the State, design and performance so the State shall not experience software abnormality and/or the generation of incorrect results from the software, due to date oriented processing, in the operation of the business of the State of Michigan.

The software design, to insure calendar year rollover compatibility, shall include, but is not limited to: data structures (databases, data files, etc.) that provide 4-digit date century; stored data that contain date century recognition, including, but not limited to, data stored in databases and hardware device internal system dates; calculations and program logic (e.g., sort algorithms, calendar generation, event recognition, and all processing actions that use or produce date values) that accommodates same century and multi-century formulas and date values; interfaces that supply data to and receive data from other systems or organizations that prevent non-compliant dates and data from entering any State system; user interfaces (i.e., screens, reports, etc.) that accurately show 4 digit years; and assurance that the year 2000 shall be correctly treated as a leap year within all calculation and calendar logic.

(d) Third-party Software Warranty

The Contractor represents and warrants that it will disclose the use or incorporation of any third-party software into the Deliverables. At the time of Delivery, the Contractor shall provide in writing the name and use of any Third-party Software, including information regarding the Contractor's authorization to include and utilize such software. The notice shall include a copy of any ownership agreement or license that authorizes the Contractor to use the Third-party Software.

2.508 RESERVED

2.509 PHYSICAL MEDIA WARRANTY

Contractor represents and warrants that each licensed copy of the Software provided by the Contractor is free from physical defects in the media that tangibly embodies the copy. This warranty does not apply to defects discovered more than thirty (30) days after that date of Final Acceptance of the Software by the State. This warranty does not apply to defects arising from acts of Excusable Failure. If the Contractor breaches this warranty, then the State shall be entitled to replacement of the non-compliant copy by Contractor, at Contractor's expense (including shipping and handling).

2.6 Breach of Contract

2.601 BREACH DEFINED

Failure to comply with articles, sections, or subsections of this agreement, or making any false statement in this agreement will be considered a material breach of this agreement giving the state authority to invoke any and all remedies available to it under this agreement.

In addition to any remedies available in law and by the terms of this contract, if the Contractor breaches Sections 2.508, 2.509, or 2.510, such a breach may be considered as a default in the performance of a material obligation of this contract.

2.602 NOTICE AND THE RIGHT TO CURE

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

2.603 EXCUSABLE FAILURE

1. Neither party shall be liable for any default or delay in the performance of its obligations under the Contract if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; the failure of the other party to perform its material responsibilities under the Contract (either itself or through another contractor); injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its subcontractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans. In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay provided such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.

2. If any of the above enumerated circumstances substantially prevent, hinder, or delay performance of the services necessary for the performance of the State's functions for more than 14 consecutive days, and the State determines that performance is not likely to be resumed within a period of time

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

2.7 Remedies

2.701 CANCELLATION

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

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

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

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

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

2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.

3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the

State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.

4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.

5. Approvals Rescinded. The State may terminate this Contract without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, section 5, and Civil Service Rule 7. Termination may be in whole or in part and may be immediate as of the date of the written notice to Contractor or may be effective as of the date stated in such written notice.

2.702 RIGHTS UPON CANCELLATION

A. Rights and Obligations Upon Termination

(1) If this Contract is terminated by the State for any reason, Contractor shall (a) stop all work as specified in the notice of termination, (b) take any action that may be necessary, or that the State may direct, for preservation and protection of Deliverables or other property derived or resulting from this Contract that may be in Contractor's possession, (c) return all materials and property provided directly or indirectly to Contractor by any entity, agent or employee of the State, (d) in the event that the Contractor maintains title in equipment and software that is intended to be transferred to the State at the termination of the Contract, Contractor will transfer title in, and deliver to, the State, unless otherwise directed, all Deliverables and other Developed Materials intended to be transferred to the State at the termination of the Contract and which are resulting from the Contract (which shall be provided to the State on an "As-Is" basis except to the extent the amounts paid by the State in respect of such items included compensation to Contractor for the provision of warranty services in respect of such materials), and (e) take any action to mitigate and limit any potential damages, or requests for Contractor adjustment or termination settlement costs, to the maximum practical extent, including terminating or limiting as otherwise applicable those subcontracts and outstanding orders for material and supplies resulting from the terminated Contract.

(2) In the event the State terminates this Contract prior to its expiration for its own convenience, the State shall pay Contractor for all charges due for Services provided prior to the date of termination and, if applicable, as a separate item of payment pursuant to this Contract, for partially completed Deliverables, on a percentage of completion basis. All completed or partially completed Deliverables prepared by Contractor pursuant to this Contract shall, at the option of the State, become the State's property, and Contractor shall be entitled to receive equitable fair compensation for such Deliverables. Regardless of the basis for the termination, the State shall not be obligated to pay, or otherwise compensate, Contractor for any lost expected future profits, costs or expenses incurred with respect to Services not actually performed for the State.

(3.) If any such termination by the State is for cause, the State shall have the right to set-off against any amounts due Contractor the amount of any damages for which Contractor is liable to the State under this Contract or pursuant to law or equity.

(4.) Upon a good faith termination, the State shall have the right to assume, at its option, any and all subcontracts and agreements for services and materials provided under this Contract, and may further pursue completion of the Services under this Contract by replacement contract or otherwise as the State may in its sole judgment deem expedient.

B. Termination Assistance

If the Contract (or any Statement of Work issued under it) is terminated for any reason before completion, Contractor agrees to provide for up to two-hundred seventy (270) calendar days after the termination all reasonable termination assistance requested by the State to facilitate the orderly transfer of such Services to the State or its designees in a manner designed to minimize interruption and adverse effect. Such termination assistance will be deemed by the parties to be governed by the terms and conditions of the Contract (notwithstanding its termination) other than any terms or conditions that do not reasonably apply to such termination assistance. The State shall compensate Contractor for such termination assistance at the same rates and charges set forth in the Contract on a time and materials basis in accordance with the Labor Rates indicated within Contractors pricing section. If the Contract is terminated by Contractor under **Section 20**, then Contractor may condition its provision of termination assistance under this Section on reasonable assurances of payment by the State for such assistance, and any other amounts owed under the Contract.

C. Reservation of Rights

Any termination of the Contract or any Statement of Work issued under it by a party shall be with full reservation of, and without prejudice to, any rights or remedies otherwise available to such party with respect to any claims arising prior to or as a result of such termination.

D. End of Contract Transition

In the event the Contract is terminated, for convenience or cause, or upon expiration, the Contractor agrees to comply with direction provided by the State to assist in the orderly transition of equipment, services, software, leases, etc. to the State or a third party designated by the State. In the event of termination or the expiration of the Contract, the Contractor agrees to make all reasonable efforts to effect an orderly transition of services within a reasonable period of time that in no event will exceed 270 calendar days. These efforts shall include, but are not limited to, the following:

(1) Personnel - The Contractor shall work with the State, or a specified third party, to develop a transition plan setting forth the specific tasks and schedule to be accomplished by the parties, to effect an orderly transition. The Contractor shall allow as many personnel as practicable to remain on the job to help the State, or a specified third party, maintain the continuity and consistency of the services required by the Contract. In addition, during or following the transition period, in the event the State requires the Services of the Contractor's subcontractors, as necessary to meet its needs, Contractor agrees to reasonably, and with good-faith, work with the State to use the Services of Contractor's subcontractors.

(2) Knowledgeable Personnel. Contractor will make available to the State or a Third Party Provider knowledgeable personnel familiar with the operational processes and procedures used to deliver products and services to the State. The Contractor personnel will work with the State or third party to help develop a mutually agreeable transition plan, work to transition the process of ordering, shipping and invoicing equipment and services to the State.

(3) Information - The Contractor agrees to provide reasonable detailed specifications for all Services needed by the State, or specified third party, to properly provide the services required under the Contract. The Contractor will also provide any licenses required to perform the Services under the Contract.

(4) Software. - The Contractor shall reasonably assist the State in the acquisition of any Contractor software required to perform the Services under the Contract. This shall include any documentation being used by the Contractor to perform the Services under the Contract. If the State transfers any software licenses to the Contractor, those licenses shall, upon expiration of the Contract, transfer back to the State at their current revision level.

(5) Payment - If the transition results from a termination for any reason, reimbursement shall be governed by the termination provisions of the Contract. If the transition results from expiration, the Contractor will be reimbursed for all reasonable transition costs (i.e. costs incurred within the agreed period after Contract expiration that result from transition operations). The hourly rates or fixed price to be charged will be agreed upon prior to the work commencing.

(6) Single Point of Contact. Contractor will maintain a Single Point of Contact (SPOC) for the State after termination of the Contract until all product and service obligations have expired.

E. Transition out of this Contract

(1) In the event that this Contract is terminated, dissolved, voided, rescinded, nullified, or otherwise rendered unenforceable, the Contractor agrees to perform the following obligations, and any others upon which the State and the Contractor agree:

(i) Cooperating with any contractors, Contractors, or other entities with whom the State contracts to meet its telecommunication needs, for at least two hundred and seventy (270) days after the termination of this Contract;
(ii) Reserved.
(iii) Providing the State with all asset management data generated from the inception of this Contract through the date on which this Contract is terminated, in a comma-deliminated format unless otherwise required by the Program Office;
(iv) Reconciling all accounts between the State and the Contractor;
(v) Allowing the State to request the winding up of any pending or ongoing projects at the price to which the State and the Contractor agreed at the inception of the project;
(vi) Freezing all non-critical software changes;
(vii) Notifying all of the Contractor's subcontractors of procedures to be followed during the transition out phase;
(viii) Assisting with the communications network turnover, if applicable;
(ix) Assisting in the execution of a parallel operation until the effective date of termination of this Contract
(x) Answering questions regarding post-migration services;
(xi) Delivering to the State any remaining owed reports and documentation still in the Contractor's possession.

(2) In the event that this Contract is terminated, dissolved, voided, rescinded, nullified, or otherwise rendered unenforceable, the State agrees to perform the following obligations, and any others upon which the State and the Contractor agree:

(i) Reconciling all accounts between the State and the Contractor;
(ii) Completing any pending post-project reviews.

2.703 LIQUIDATED DAMAGES

A. The State and the Contractor hereby agree to the specific standards set forth in this Contract. It is agreed between the Contractor and the State that the actual damages to the State as a result of Contractor's failure to provide promised services would be difficult or impossible to determine with accuracy. The State and the Contractor therefore agree that liquidated damages as set out herein shall be a reasonable approximation of the damages that shall be suffered by the State as a result thereof. Accordingly, in the event of such damages, at the written direction of the State, the Contractor shall pay the State the indicated amount as liquidated damages, and not as a penalty. Amounts due the State as liquidated damages, if not paid by the Contractor within fifteen (15) days of notification of assessment, may be deducted by the State from any money payable to the Contractor pursuant to this Contract. The State will notify the Contractor in writing of any claim for liquidated damages pursuant to this paragraph on or before the date the State deducts such sums from money payable to the Contractor. No delay by the State in assessing or collecting liquidated damages shall be construed as a waiver of such rights.

B. The Contractor shall not be liable for liquidated damages when, in the opinion of the State, incidents or delays result directly from causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God, fires, floods, epidemics, and labor unrest; but in every case the delays must be beyond the control and without the fault or negligence of the Contractor.

C. Liquidated damages will be discussed at negotiations.

2.704 STOP WORK

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

   a) Cancel the stop work order; or
   b) Cancel the work covered by the stop work order as provided in the cancellation section of this Contract.

2. If a stop work order issued under this section is canceled or the period of the stop work order or any extension thereof expires, the Contractor shall resume work. The State shall make an equitable adjustment in the delivery schedule, the contract price, or both, and the Contract shall be modified, in writing, accordingly, if:

   a) The stop work order results in an increase in the time required for, or in the Contractor's costs properly allocable to the performance of any part of this Contract; and

   b) The Contractor asserts its right to an equitable adjustment within 30 days after the end of the period of work stoppage; provided, that if the State decides the facts justify the action, the State may receive and act upon a proposal submitted at any time before final payment under this Contract.

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

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

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

2.705 SUSPENSION OF WORK

The Contract Administrator may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contract Administrator determines appropriate for the convenience of the Government.

If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contract Administrator in the administration of this contract, or (2) by the Contract Administrator's failure to act within the time specified in this contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption, and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this contract.

A claim under this clause shall not be allowed:

(1) For any costs incurred more than 20 days before the Contractor shall have notified the Contract Administrator in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and

(2) Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

2.8 Changes, Modifications, and Amendments

2.801 APPROVALS

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

2.802 TIME EXTENTIONS

Time extensions for contract changes will depend upon the extent, if any, by which the changes cause delay in the completion of the various elements of performance as described in the statement of work. The change order granting the time extension may provide that the contract completion date will be extended only for those specific elements related to the changed work and that the remaining contract completion dates for all other portions of the work will not be altered. The change order also may provide an equitable readjustment of liquidated damages under the new completion schedule.

2.803 MODIFICATION

Acquisition Services reserves the right to modify this contract at any time during the contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.

The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract Contractor. The item(s) may be included on the Contract, only if prior written approval has been granted by Acquisition Services.

2.804 AUDIT AND RECORDS UPON MODIFICATION

DEFINITION: records includes books, documents, accounting procedures and practices, and other data, regardless of whether such items are in written form, electronic form, or in any other form

Contractor shall be required to submit cost or pricing data with the pricing of any modification of this contract to the Contract Administrator in Acquisition Services. Data may include accounting records, payroll records, employee time sheets, and other information the state deems necessary to perform a fair evaluation of the modification proposal. Contract Administrator or authorized representative of the state shall have the right to examine and audit all of the contractor's records, including computations and projections, related to:

1. The proposal for modification;
2. The discussions conducted on the proposal, including those related to negotiation;
3. Pricing of the modification; or
4. Performance of the modification.

Contractor shall make available at its office at all reasonable times the materials described in the paragraphs above.

If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement.

2.805 CHANGES

(a) The Contract Administrator may, at any time, without notice to the sureties, if any, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract, including changes:

(1) In the specifications (including drawings and designs);
(2) In the method or manner of performance of the work;

(3) In the Government-furnished facilities, equipment, materials, services, or site; or
(4) Directing acceleration in the performance of the work.

(a) Any other written or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contract Administrator that causes a change shall be treated as a change order under this clause; Provided, that the Contractor gives the Contract Administrator written notice stating:

(1) The date, circumstances, and source of the order; and
(2) That the Contractor regards the order as a change order.

(b) Except as provided in this clause, no order, statement, or conduct of the Contract Administrator shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

RFP #: 071I 5200197

Due Date: July 15, 2005; 02.00 P.M.

global services
An SEI-CMM Level 5 Company

Pricing Proposal for Enterprise E-Grants System – Phase 1 & 2 - Revised

Submitted on: October 11, 2005

Submitted to:

DEPARTMENT of MANAGEMENT and BUDGET
Since 1948

State of Michigan

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Reaching out... through IT®

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Cost Model

Michigan encourages the vendor community to propose innovative funding models that defers, or otherwise reduces development costs to the State of Michigan, in order to mitigate the impact of stagnant revenue growth in Michigan's budget. Vendors are encouraged to develop the cost model with considerations such as:

a. Obtaining a marketing agreement with the State – so that the State will help the vendor develop a consortium of states to use the software.

b. Obtaining an agreement with the State provide suggestions and ideas on software enhancement.

c. Lowering the costs to the State of Michigan as other states adopt the use of software

Please state the considerations you took while developing this cost model.

Assumptions

- *Maintenance costs for the system should include patches, upgrades, technical support between the hours of 8.a.m and 6:00 p.m. Provide a 1-800 number for technical support.*
- *DIT will provide on-site contractor staff the necessary security passes to access DIT's facilities, as appropriate.*
- *Out-of-pocket expenses (such as, but not limited to, travel and lodging, document reproduction and shipping, and long distance telephone) that Contractor expects to incur in performing work any and all work under any awarded contract will be included in Contractor's time and material price for the Statement of Work.*

Highlights of Revised Price Proposal

This revised Price Proposal for Phase 1 & 2 has been submitted at the request of the State made during contract negotiations discussions at Lansing on October 4, 2005. The changes in the price proposal are summarized below:

1. The maintenance period starts after the warranty period (90 days) following the acceptance of the software. As per the Revised project schedule, the maintenance period for Phase I and Phase II will begin from November 1, 2006.

   HTC will host all the modules of the system from March 1, 2006 through February 28, 2007. at a substantially discounted price of $2,000 per month. HTC will also provide the Testing and Training environments for Phase 1 and Phase 2.

2. HTC is providing DocuSTACK (HTC's Proprietary Document Management System) as part of EGrAMS system. As a special gesture, HTC is providing the State of Michigan a perpetual license for DocuSTACK free of cost with the condition that DocuSTACK be used only in conjunction with EGrAMS application. HTC will implement DocuSTACK by August 1, 2006.

3. HTC is offering to migrate at a fixed price the following existing grants to the new system. This is a special discounted price is valid only if accepted during the signing of the initial contract.

#	Name of Grant	Price
1.	Juvenile Justice Grants (DHS)	$25,000
2.	Byrne Memorial Grants (DCH)	$15,000
3.	Governor's Discretionary Grants (DCH)	$5,000
4.	Highway Safety Planning Grant (State Police)	$5,000
5.	Children's Trust Fund Grants (DHS)	At no cost

Summary of HTC's Discounted Price to State of Michigan

Description	Enterprise Data Collection and Reporting Module Amount	Grant Build Module Amount	Total System Cost
Licensing Cost	*$75,000*	*$150,000*	*$225,000*
Module Implementation	*$20,000*	*$30,000*	*$50,000*
Maintenance (Schedule A)	*	*	*
Training (Schedule B)	*$16,000*	*$34,000*	*$50,000*
TOTAL COST	*$111,000*	*$214,000*	*$325,000*

- Please see the Table 'Schedule A – Maintenance' below and the section 'Highlights of the Revised Price Proposal' above.

Schedule A - Maintenance – HTC's Discounted Price

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Enterprise Data Collection and Reporting Module	*$0*	*$17,100*	*$17,955*	*$18,853*	*$19,795*
Grant Build Module	*$32,400*	*$34,020*	*$35,721*	*$37,507*	*$39,382*
Total System Maintenance	*$32,400*	*$51,120*	*$53,676*	*$56,360*	*$59,177*

HTC is pleased to offer a discounted price of $275,000 towards license and module implementation for Phase 1 and Phase 2. Annual maintenance charge would be 18% of the total price of license and module implementation. Training Charges would be $50,000 for Phase I and Phase 2.

HTC is making this special offer to State of Michigan as this would be the first Enterprise implementation of an electronic Grants Management system. We would like to partner with the State to market EGrAMS to other states that are also looking for an Enterprise E- Grants product. HTC is pleased to offer 3.0 % of the revenues generated from licence fee (the 3.0% does not apply to revenues accrued from implementation portion of a project) by joint marketing of Enterprise EGrAMS by HTC and State of Michigan to other states.

Assumptions:

- The discounted price of $275,000 includes license cost as well as Module implementation cost for Enterprise Data Collection and Reporting Module, and Grand Build Module.
- Annual maintenance charges will be 18% of $275,000 for Phase I and Phase 2.
- The price for Phase 3, Phase 4 and optional hosting is not included in this cost model. We have provided this price in a separate document.

Schedule B –Training (Option 1 - Class room training)

Module Name	Price per Session	Fixed Price for 24 Sessions
Enterprise Data Collection and Reporting Module ❖ Grantor Office Training	*$800*	*$14,400*
Grant Build Module ❖ Design Grants ❖ Train-the-Trainer for Grantee Training	*$800*	*$14,400*
Grantee Training	*$800*	*$14,400*
	Price per Session	**Fixed Price for 2 Sessions**
DIT technical staff training (Phase 1)	*$1,500*	*$3,000*
	Price per Session	**Fixed Price for 4 Sessions**
DIT technical staff training (Phase 2)	*$1,500*	*$6,000*
Total Training Costs		*$52,200*

Total fixed price in Summary table

Schedule B –Training (Option 2- Computer based training)

Module Name	Price per Session	Fixed Price for 24 Sessions
Computer Based Training		
Enterprise Data Collection and Reporting Module ❖ Grantor Office Training		*$13,500*
Grant Build Module ❖ Design Grants ❖ Train-the-Trainer for Grantee Training		*$13,900*
Grantee Training		*$13,600*
Face to Face Training		
	Price per Session	**Fixed Price for 2 Sessions**
DIT technical staff training (Phase 1)	*$1,500*	*$3,000*
	Price per Session	**Fixed Price for 4 Sessions**
DIT technical staff training (Phase 2)	*$1,500*	*$6,000*
Total Training Costs		*$50,000*

Assumptions related to Training

HTC will offer Computer based training for Grantees and face to face training for Grantors as well as DIT staff. Any face to face training for Grantees will cost $800 per session. State will provide the training facilities .

Summary of HTC's Regular Price (for the purpose of record only)

Description	Enterprise Data Collection and Reporting Module Amount	Grant Build Module Amount	Total System Cost
Licensing Cost	*$150,000*	*$350,000*	*$500,000*
Module Implementation	*$30,000*	*$75,000*	*$105,000*
Maintenance (Schedule A)	*$32,400*	*$76,500*	*$108,900*
Training (Schedule B)	*$17,400*	*$34,800*	*$52,200*
TOTAL COST	*$229,800*	*536,300*	*$766,100*

Schedule A - Maintenance – HTC's Regular Price

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Enterprise Data Collection and Reporting Module	$32,400	$34,020	$35,721	$37,507	$39,382
Grant Build Module	$76,500	$80,325	$84,341	$88,558	$92,986
Total System Maintenance	$108,900	$114,345	$120,062	$126,065	$132,369

RFP #: 071I 5200197

Due Date: July 15, 2005; 02.00 P.M.

global services
An SEI-CMM Level 5 Company

Pricing Proposal for Enterprise E-Grants System – Phase 3 & 4, and Optional Hosting - Revised

Submitted on: October 10, 2005

Submitted to:

DEPARTMENT of MANAGEMENT and BUDGET
Since 1948

State of Michigan

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c. Lowering the costs to the State of Michigan as other states adopt the use of software

Please state the considerations you took while developing this cost model.

Assumptions

- *Maintenance costs for the system should include patches, upgrades, technical support between the hours of 8.a.m and 6:00 p.m. Provide a 1-800 number for technical support.*
- *DIT will provide on-site contractor staff the necessary security passes to access DIT's facilities, as appropriate.*
- *Out-of-pocket expenses (such as, but not limited to, travel and lodging, document reproduction and shipping, and long distance telephone) that Contractor expects to incur in performing work any and all work under any awarded contract will be included in Contractor's time and material price for the Statement of Work.*

Highlights of Revised Price Proposal

This revised Price Proposal for Phase 3, 4 & Hosting has been submitted at the request of the State during the contract negotiations meeting on October 4, 2005 at Lansing. The changes in the price proposal are summarized below:

2. HTC is offering to host both Phase I and Phase II systems at a substantially discounted price of $2,000 per month till February 28, 2007.

For Phase 3, Migration Plan, provide the State with the following information:

Phase 3	Fixed Price per JAD Session	Fixed Price for 15 Sessions
Discovery Task	**$1200**	**$18,000**

Phase 4	Not to Exceed Cost
Implementation of Phase 3	**$1,000,000**

Assumptions

The pricing for Phase 4 is based on preliminary information available related to other agencies.

EXTERNAL HOSTING OPTIONS (Section F)

Hosting Costs	Upto February 28, 2007	Year 1	Year 2
Option 1: State Owns Equipment, Vendor Manages		**$2,100/month**	**$2,200/month**
Option 2: Vendor Owns Equipment, Vendor Manages	**$2000/month**	**$6,300/month**	**$6,600/month**

Assumptions:

1. **HTC will charge the State for Hosting from the date of acceptance of Phase1 and II whichever is last.**
2. **As a special case, HTC will do the hosting during this period using its own equipment and infrastructure.**
3. **Subsequent to February 28, 2007, HTC will charge $6300/month for Hosting if the the hosting is done using HTC's equipment and infrastructure**

Appendix C – Hosting Service Level Agreement (SLA)

E-Grants Hosting – Service Levels

The following service levels are applicable to hosting of the E-Grants application.

Severity Codes

The following characteristics are used to identify the severity of a problem report:
- Business and financial exposure
- Work outage
- Number of clients affected
- Workaround
- Acceptable resolution time

The characteristics below do not cover work requests.

Severity 1 (Critical)	Severity 2 (High)	Severity 3 (Medium)	Severity 4 (Low)
Business and financial exposure			
The application failure creates a serious business and financial exposure.	The application failure creates a serious business and financial exposure.	The application failure creates a low business and financial exposure.	The application failure creates a minimal business and financial exposure.
Work Outage			
The application failure causes the client to be unable to work or perform some significant portion of their job.	*The application failure causes the client to be unable to work or perform some significant portion of their job.*	The application failure causes the client to be unable to perform *some small* portion of their job, but they are still able to complete most other tasks. May also include questions and requests for information.	The application failure causes the client to be unable to perform a *minor* portion of their job, but they are still able to complete most other tasks.
Number of Clients Affected			
The application failure affects a *large* number of clients.	The application failure affects a *large* number of clients.	The application failure affects a *small* number of clients.	The application failure may only affect one or two clients.
Workaround [This bullet carries the heaviest weighting of the characteristics for Severity 1 and 2.]			
There is no acceptable workaround to the problem (i.e., the job cannot be performed in any other way).	There is an acceptable and implemented workaround to the problem (i.e., the job can be performed in some other way).	There may or may not be an acceptable workaround to the problem.	There is likely an acceptable workaround to the problem.
Response Time during business hours (8:30AM – 5:30PM EST)			
Within 30 minutes during business hours.	Within four business hours.	Within eight business hours.	Within eight business hours.
Resolution Time during business hours (8:30AM – 5:30PM EST)			
Within 2 hours of initial response time.	Within 24 hours of initial response time.	Within 36 hours of initial response time.	Within 48 hours of initial response time.

Appendix D – Payment Terms/Pricing

State of Michigan – Enterprise eGrants Payment Terms

Srl	Description/Deliverable	Date	Amount
1.	Approval of Project Plan This includes the project schedule, project methodology, scope, deliverables, success factors, and Risk, Communication, Resource, Configuration, and Quality Management plans.	11-28-2005	22,500
2.	Installation of eGrAMS software This includes delivering eGrAMS application software after making the necessary changes as identified during the JAD (Joint Application Development) sessions. The software will be installed on SoM or HTC test servers and the application will be demonstrated for the requested functionality	01-31-2006	135,000
3.	Acceptance of Cool City Grants*	02-28-2006	4,500
4.	Acceptance of Substance Abuse*	02-28-2006	4,500
5.	Acceptance of HIV/AIDS Prevention*	02-28-2006	4,500
6.	Acceptance of Family, Maternal & Child Health*	02-28-2006	4,500
7.	Delivery of Training Material This includes delivery of the System Administration & Grantor functionality training material on a CD.	03-31-2006	10,000
8.	Completion of User Training – DIT/Grantor This includes completion of the required number of System Administration & Grantor functionality training sessions (Classroom and/or CBT).	03-31-2006	15,000
9.	Acceptance of Medicaid/Long Term Care*	04-30-2006	4,500
10.	Installation of Data Collection Module & Reporting module This includes delivering the Grant Information Database & Reporting software after making the necessary changes as identified during the JAD (Joint Application Development) sessions. The software will be installed on SoM or HTC test servers and the application will be demonstrated for the requested functionality	05-31-2006	45,000
11.	Acceptance of Bio-terrorism Grant*	07-31-2006	4,500
12.	Acceptance of Master Services Agreement	07-31-2006	15,000
13.	Completion of User Training – Grantee This includes completion of the required number of Grantee functionality training sessions (Classroom and/or CBT).	09-30-2006	13,000
14	Data Transfer interface for existing automated Grant Systems This interface allows for transfer of required data from existing automated grant systems to the Grant Information database for State wide reporting	10-31-2006	10,000
15.	Final Payment – 10% Holdback	12-31-2006	32,500
	TOTALS		**325,000**

* Denotes configuration, testing and acceptance of the above grants by the respective State agency.

State of Michigan – Enterprise eGrants Payment Terms (Hosting

Srl	Description/Deliverable	Date	Amount
1.	Hosting charges for eGrAMS at HTC per/month SoM will be billed @US$2000/- per month starting 03-01-2006 through 02-28-2007	03-01-2006	2,000
2.	Hosting charges for eGrAMS at HTC per/month SoM will be billed @US$6,300/- per month starting 03-01-2007 through 02-28-2008	03-01-2007	6,300