

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

**NOTICE
 OF
 CONTRACT NO. 071B3200008**
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Lazer Technologies 18877 W. Ten Mile Road, Suite 108 Southfield, MI 48075	Mark Harris	markh@lazer-technologies.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(248) 395-2200	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR:	DTMB-IT	John Karlik	(517) 335-4062	karlickj@michigan.gov
BUYER:	DTMB	Joe Kelly	(517) 373-3993	Kellyj11@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: RE:START UIA IV & V Sr. Project Manager			
INITIAL TERM	EFFECTIVE DATE	INITIAL EXPIRATION DATE	AVAILABLE OPTIONS
1 Yr.	October 01, 2012	October 01, 2013	No Options
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
MINIMUM DELIVERY REQUIREMENTS:			
N/A			
MISCELLANEOUS INFORMATION:			
The terms and conditions of this Contract are those of solicitation #071I0200224 and this Contract Agreement. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION:			\$217,248.00

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THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the solicitation # 07110200224. Orders for delivery will be issued directly by the **Department of Technology, Management & Budget** through the issuance of a Purchase Order Form.

FOR THE CONTRACTOR:

Lazer Technologies

Firm Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Greg Faremouth, IT Director

Name/Title

DTMB Procurement

Enter Name of Agency

Date



SECTION I GENERAL INFORMATION

I-A PURPOSE

This Contract is for temporary professional services to assist the Department of Technology Management & Budget (DTMB), and the Unemployment Insurance Agency (UIA) to provide project management services for a full-time, on-site Independent Verification and Validation Project Manager. The Unemployment Insurance Agency (UIA) is starting the UI System Integration Project, and the Independent Verification and Validation (IV&V) Project Manager will provide an objective assessment of software products and process throughout the development lifecycle. This objective assessment is to ensure requirements (such as system and software) are complete, accurate, consistent, and testable. The IV&V Project Manager will also provide management insight into processes and risks, objective view of compliance or non-compliance with program performance, schedule, and budget requirements. This ITB is for one (1) Senior Project Manager.

The services must begin on **October 1, 2010**. The contract awarded from this solicitation will be a time and materials rate contract, with a not to exceed contract price.

The contract period will be from approximately **October 1, 2010** to **September 30, 2011**, with two one-year options. The State does not commit to procuring services in the quantities estimated or in any other amounts.

I-B ISSUING OFFICE

This Contract is issued by Purchasing Operations, State of Michigan, Department of Technology Management and Budget (DTMB), hereafter known as Purchasing Operations, for DTMB Agency Services and the Unemployment Insurance Agency (UIA). Where actions are a combination of those of Purchasing Operations, DTMB, and UIA, the authority will be known as the State.

Purchasing Operations is the sole point of contact in the State with regard to all procurement and contractual matters relating to the services described herein. Purchasing Operations is the only office authorized to change, modify, amend, alter, clarify, or otherwise alter the specifications, terms, and conditions of this Contract. All communications concerning this procurement must be addressed to:

Jacque Kuch, Buyer
DTMB, Purchasing Operations
2nd Floor, Mason Building
P.O. Box 30026
Lansing, Michigan 48909
kuchj@michigan.gov

I-C PROJECT MANAGER and CONTRACT ADMINISTRATOR

DTMB and the **Unemployment Insurance Agency (UIA)** have assigned a Project Manager and a Contract Administrator who have been authorized by Purchasing Operations to administer the resulting Contract(s) on a day-to-day basis during the term of the Contract. However, administration of any Contract implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions, and specifications of such contract. That authority is retained by Purchasing Operations.

The Project Manager for this contract is:

Debra Patterson
DTMB, Agency Services
Cadillac Place, Suite #12-100
3024 W. Grand Boulevard
Detroit, MI 48202
PattersonDebraJ@michigan.gov

**The Contract Administrator for this contract is:**

Ann Lindberg
DTMB Agency Services
3032 W. Grand Boulevard
Detroit, MI 48202
lindberga@michigan.gov

I-D INCURRING COSTS AND LEGISLATIVE APPROPRIATIONS

The State of Michigan is not liable for any costs incurred by any bidder prior to signing of a contract by all parties and delivery of services under the contract. Any costs to be paid by the State are limited to those authorized by the terms and conditions of any resulting Contract.

The State fiscal year is October 1st through September 30th. The prospective contractor is advised that payments in any given fiscal year are contingent upon enactment of legislative appropriations.

I-E PROPOSALS

Reserved

I-F ACCEPTANCE OF ITB and PROPOSAL CONTENT

Reserved

I-G CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all contractual activities offered in this Contract, whether or not the 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. Contractor must make timely payment to staff performing services for the State.

Note: If any personnel contracted through this RFP are not your employees, but that of another company, you must include a list of those companies (subcontractors), including firm name and address, contact person, complete description of skill sets to be subcontracted, and descriptive information concerning subcontractor's organizational abilities in your response. The State reserves the right to approve subcontractors for this work 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. Failure to identify companies providing personnel for your use in Contracts will be cause for cancellation of your Contract and possible removal from the RE:START program.

I-H NEWS RELEASES

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

I-I SELECTION CRITERIA

Reserved

I-J INDEPENDENT PRICE DETERMINATION

Reserved

I-K SEALED BID RECEIPT (SEE ALSO PARAGRAPH IV-G)

Reserved

**I-L DISCLOSURE**

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

I-M AWARD

Reserved

I-N MODIFICATIONS, REVISIONS, CONSENTS AND APPROVALS

This 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.

Additional services which are outside the Scope of Services of this Contract shall not be performed by the Contractor without the prior, written approval of the State. Additional services, when authorized by an executed contract, change order, or an amendment to this Contract, shall be compensated by a fee mutually agreed upon between the State and the Contractor.

I-O CONTRACT DOCUMENTS

The following constitute the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

1. State's ITB and any Addenda thereto;
2. Contractor's response to the State's ITB and Addenda; and
3. All amendments and change orders as written and properly approved.

and by reference:

4. State's Pre-qualification RFI and any Addenda thereto;
5. Contractor's response to the State's Pre-qualification RFI and Addenda

All responses, representations, and assurances contained in the Proposal are incorporated into and are enforceable provisions of this Contract. In the event of any conflict between the provisions of the ITB, and the Contractor's response to the ITB, the terms of the ITB and any Contract amendments shall prevail.

I-P SPECIAL TERMS AND CONDITIONS

1. Normal State work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.
2. All work will be performed at the site identified in Section III of this Contract, unless otherwise agreed to by both parties.
3. The Contractor must permit representatives of the Department of Technology Management & Budget (DTMB), and the agency, and other authorized public agencies interested in the services requested in this Contract to have full access to the services requested showing the Contractor's performance, during normal business hours.
4. The Contractor, during the performance of services detailed in this Contract, will be responsible for any loss or damage to original documents, belonging to the State when they are in the Contractor's possession. Restoration of lost or damaged original documents shall be at the Contractor's expense.
5. All questions, which may arise as to the quality and acceptability of work, the manner of performance and rate of progress of the work, the interpretation of designs and specifications, and as to the satisfactory and acceptable fulfillment of the terms of this agreement shall be decided by DTMB and the State agencies involved.



6. The Contractor shall agree that it will not volunteer, offer, or sell its services to any litigant against the State its agencies, employees and officials, with respect to any services that it has agreed to perform for the State, provided that this provision shall not apply either when the Contractor is issued a valid subpoena to testify in a judicial or administrative proceeding or when the enforcement of this provision would cause the Contractor to be in violation of any Michigan or Federal law.
7. All work prepared by the Contractor during the execution of this contract shall be considered works made by hire and shall belong exclusively to the State and its designees, unless specifically provided otherwise by mutual agreement of the authorized representatives of the Contractor and the State. This includes, but is not limited to, all new business processes created, all planning and design work performed, all technology developed, the source and object code of all software programs and systems, any business objects or databases created, all related documentation (written or automated), and all documents and reports.

If by operation of law any of the work, 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, 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. If the Contractor uses any subcontractors to perform and prepare any of the work, the Contractor shall insure through agreement with the subcontractors that all intellectual property rights in any of the work shall belong exclusively to the State. Failure of the Contractor to insure such rights may be considered by the State to be a material breach of this contract.

8. The Contractor shall agree that they will not furnish or disclose any items owned by the State to a third party without the written permission of the State. This includes both items created as part of this contract and items owned by the State that are incidental to the contract. The Contractor shall also agree not to use items owned by the State for other purposes without the prior written permission of the State.
9. Individuals assigned by the Contractor are employees of the Contractor, and are not, under any circumstances or conditions, employees of the State.

The State will retain the right to release outright or request the replacement of any person who is working at an inferior level of performance. The Contractor will be given 24 hours advance notice of this action.

10. The Contractor's name, logo, or other company identifier may not appear on documentation delivered to the State without written authorization from the Contract Administrator. An exception to this will be transmittal of cover letters showing delivery of said documents.
11. The Contractor will certify in writing that it is in conformance with all applicable federal and state civil rights and practices equal employment opportunity for all persons regardless of race, creed, color, religion, national origin, gender or handicap; it is also in conformance with the requirements of the Americans with Disabilities Act. Failure to comply with the aforementioned laws may result in termination of the contract.
12. The Contractor shall use all software in accordance with the State's license agreements and any further restrictions imposed by the State. The Contractor shall not make any unauthorized copies of any software under any circumstances. Contractors found copying or knowingly using copyrighted software other than for backup purposes are subject to progressive disciplinary action. Contractors shall not provide software to any outsiders including consultants, local governmental units, and others when this would be a violation of law or copyright agreements.



13. Contractors are responsible for maintaining the confidentiality of their passwords and are liable for any harm resulting from disclosing or allowing disclosure of any password. Any conduct that restricts or inhibits the legitimate business use of State systems or network is prohibited. Each person must use State systems and networks only for lawful purposes. Specifically prohibited is any use of State systems or disclosure of any data which would constitute a criminal offense, give rise to civil liability, violate any State of Michigan policy, or otherwise violate any applicable local, state, or federal law. This also applies to any computer systems or networks that are accessed from State computer systems or networks.
14. DTMB and UIA have developed, and will continue to develop during the course of this effort, a growing number of information technology standards. The selected Contractor must follow any and all standards adopted by DTMB and UIA. Where standards do not exist, the final acceptance of a new technique, technology, or design will rest with the DTMB Project Manager, following consultation and review with DTMB.

I-Q DEPARTMENT AND CONTRACTOR RESPONSIBILITIES

Department Responsibilities:

1. Provide office space within the Departments for temporary employees selected to work on these projects. NOTE: Access to office space during non-working hours must be approved.
2. Provide conference room space when sufficient notice is given and space is available.
3. Provide telephones for calls originating from within the DTMB and/or UIA that are project-related.
4. Provide copying services that are project-related.
5. Provide access to Facsimile equipment for items that are project-related.
6. Provide computer hardware and software, as deemed necessary, for all temporary staff/personnel working within the Department.

Contractor Responsibilities:

1. Provide temporary professional services Monday through Friday, during the same work hours as those worked by State employees working at the identified facility.
2. Provide those services requested based on staff having the qualifications identified in this Contract.
3. Provide services on an as needed, if needed, basis. The exact timing and scheduling of the services shall be between the State and the contractor at the time of need.
4. All personnel provided by the Contractor shall be subject to the rules, regulations, and policies of the DTMB, UIA and the State.
5. The Contractor shall replace all personnel whose work was found to be unsatisfactory within 24 hours of notification. Replacement of discontinued staff will be at the State's sole discretion; the State is not obligated to replace terminated or withdrawn individuals.

In the event an individual has been terminated or has voluntarily withdrawn from an assignment, the State will advise the Contractor which of the following three options will be employed:

- The State can request the same Contractor replace the individual with an individual of equal or greater qualifications.
- The State can choose from the other candidates submitted in response to the ITB, if they are still available and the proposed rates are still valid.
- The State can re-issue the ITB and obtain a new list of candidates and rates from eligible Contractors.



6. Contractor shall ensure that staff proposed for assignment are fully trained and meet the skill set requirements of the job position being filled.
7. The State and/or its agencies make changes to their technical architectures from time to time. If a contract individual is assigned to a State project or support area and the technology associated with their assignment changes, the Contractor is responsible for training in the new or changed technology (e.g., Contractor personnel needs training in a particular CASE tool in order to perform their State assignment).

The cost of the course, including any travel expenses, will be the responsibility of the Contractor and the training hours will not be billable to the State). This responsibility includes all fees associated with the actual training course, travel expenses, and also the hours the individual spends in training. The maximum liability to the Contractor firm for training hours for any individual will be two weeks per year.

8. Provide parking when working on-site.
9. Phone calls not related to the project are not to be charged to the State.
10. The Contractor recognizes its responsibility for all tasks and deliverables contained therein, warrants that it has fully informed itself of all relevant factors affecting accomplishment of the tasks and deliverables and agrees to be fully accountable for the performance thereof. In addition, the Contractor assumes full responsibility for the acts of all subcontractors. Contractor shall have sole responsibility for the supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), worker's compensation, disability benefits and the like for its personnel.

Contractor's management responsibilities include, but are not limited to, the following:

- Ensure personnel understand the work to be performed to which they are assigned.
- Ensure personnel know their management chain and adhere to Contractor policies and exhibit professional conduct to perform in the best interest of the State.
- Ensure personnel adhere to applicable laws, regulations, and Contract conditions governing Contractor performance and relationships with the State.
- Regularly assess personnel performance and provide feedback to improve overall task performance.
- Ensure high quality results are achieved through task performance.
- Provide training.

I-R USE OF AGENCY STANDARD INFORMATION TECHNOLOGY ENVIRONMENT

Unless otherwise stated in this Contract, all items produced by the Contractor must run on and be compatible with the information technology environment described in Section III.B. of this Contract.

It is recognized that technology changes rapidly. The staff may request a change in the standard environment using the process identified by DTMB. Any changes must be approved, in writing by DTMB, before work may proceed based on the changed environment.

Additionally, the State needs to be able to maintain software and other items produced as the result of the contract. Therefore, software development tools may not be used unless request is made, in writing, and approved by DTMB, in writing.



SECTION II CONTRACTUAL SERVICES TERMS AND CONDITIONS

II-A CONTRACT PAYMENT

The State shall not be liable to pay the Contractor for any work performed prior to the Contractor's receipt of a fully executed Blanket Purchase Order (BPO).

The services shall be provided and invoiced on a monthly basis, as used. After the services have been rendered, the Contractor shall invoice the State in accordance with the payment provisions of the Contract. Invoices must list the project, agency, Contract number and monthly rate. All invoices MUST include copies of timesheets signed by the project manager verifying hours were worked and that services were acceptably performed.

The State shall not be liable to pay the Contractor for any hours worked in excess of the rate stated in the BPO. The State will not pay the Contractor for overtime, holiday or other premium charges or other benefits.

The Contractor shall not receive payment for Services the State finds unsatisfactory or which were performed in violation of federal, state or local law, ordinance, rule or regulation.

II-B ACCOUNTING RECORDS

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of the Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

II-C INDEMNIFICATION

1. For Purposes of Indemnification as set forth in this section, State means the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents.
2. General Indemnification
The Contractor shall indemnify, defend and hold harmless the State from and against all losses, liabilities, penalties, fines, damages, and claims (including taxes), and all related costs, and all related costs and expenses (including reasonable attorneys; and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any claim, demand, action, citation or legal proceeding against the State 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 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 that the Contractor is notified within 30 days from the time that the State has knowledge of such claims. This indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused by the conduct of the State.
3. Patent/Copyright Infringement Indemnification
The Contractor shall indemnify, defend and hold harmless the State from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees 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 patent, copyright or trade secret of any person or entity, which is enforceable under the laws of the United States.



In addition, should the equipment, software, commodity, or service, or its operation, become or in the State's or 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 to the State's satisfaction 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.

4. Continuation of Indemnification Obligation

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

II-D LIMITATION OF LIABILITY

The Contractor's liability for damages to the State for any cause whatsoever, and regardless of the form of action, whether in contract or tort, shall be limited 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 or trade secrets; to claims for death or bodily injury or damage to any real or tangible personal property caused by the negligence or fault of the Contractor; to claims related to the Contractor's unauthorized release of confidential information; to claims covered by other specific provisions of this Contract, if any, calling for liquidated damages; to the Contractor's indemnification obligations under Section II-C; and to the receipt of court costs or attorney's fees that might be awarded by a court in addition to damages after litigation based on this Contract.

Neither the Contractor nor the State shall be liable to the other for indirect or consequential damages even, if such party has been advised of the possibility of such damages. This limitation as to indirect or consequential damages does not apply to claims for infringement of United States patent, copyright or trade secrets; to claims related to the Contractor's unauthorized release of confidential information; to other specific provisions of this Contract, if any, calling for liquidated damages; or to the receipt of court costs or attorney's fees that might be awarded by a court in addition to damages after litigation based on this Contract.

II-E CONTRACTOR'S LIABILITY INSURANCE

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

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

1. Claims under workers' disability compensation, disability benefit and other similar employee benefit act. A non-resident Contractor shall have insurance for benefits payable under Michigan's Workers' Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other employee protected by workers' disability compensation laws of any other state the Contractor shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee.



2. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees.
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, subject to limits of liability of not less than \$100,000 each occurrence and, when applicable \$300,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards.
4. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.
5. Insurance for Subparagraphs (3) and (4) non-automobile hazards on a combined single limit of liability basis shall not be less than \$100,000 each occurrence and when applicable, \$300,000 annual aggregate.

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

II-F 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 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 be subject to the dollar limitation of liability as provided in Section II-D.

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

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

2. **Cancellation For Convenience By the State.** The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.



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

II-G ASSIGNMENT

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

II-H DELEGATION

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

II-I NON-DISCRIMINATION CLAUSE

In the performance of any Contract or purchase order resulting herefrom, the bidder agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The bidder further agrees that every subcontract entered into for the performance of any Contract or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2101, et seq, and the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the Contract or purchase order.

**II-J UNFAIR LABOR PRACTICES**

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

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

II-K SURVIVOR

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

II-L GOVERNING LAW

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

II-M NO WAIVER OF DEFAULT

The failure of a party to insist upon strict adherence to any term of a Contract resulting from this ITB 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.

II-N 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.

II-O 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.

II-P 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.

II-Q MISCELLANEOUS

1. The Contractor covenants that it is not, and will not become, in arrears to the State upon any contract, debt, or any other obligation to the State, including real property and personal property taxes.
2. **DAMAGES FOR UNAUTHORIZED PERSONNEL CHANGES**
 - a. The Contractor shall not replace the personnel designated in this Contract without the prior, written approval of the State.
 - b. If the Contractor violates this requirement, it shall pay the State, as liquidated damages and not as a penalty, a sum equal to the amount payable under this Contract.
 - c. The State may recover the amount due from the Contractor under this section by setting off against any amount due under this Contract or other contracts it may have with the Contractor.



3. AUTHORIZATION & CAPABILITY

- a. The Contractor warrants that it has taken all corporate actions necessary for the authorization, execution, delivery and performance of this Contract. It is ready to perform its obligations.
- b. The Contractor further warrants that the person signing this Contract is authorized to do so on behalf of the Contractor and is empowered to bind the Contractor to this Contract.



SECTION III WORK STATEMENT

A. Brief Description of Work

The Unemployment Insurance Agency (UIA) is starting the UI System Integration Project, and the Independent Verification and Validation (IV&V) Project Manager will provide an objective assessment of this process throughout the development lifecycle. The IV&V Project Manager will provide management insight into processes and risks, objective view of compliance or non-compliance with program performance, schedule, and budget requirements.

The IV&V Project Manager will be a completely independent entity evaluating the work products generated by the team that is managing, designing and/or developing the UI System Integration Project. The IV&V Project Manager will have comprehensive expertise in all aspects of software development and testing, effective integration into client processes and workflows with clear communication skills. Furthermore, the IV&V Project Manager will need to have the ability to effectively communicate information regarding potential risks and opportunities.

B. Background on the Work Requested

The State of Michigan (SOM), Department of Energy, Labor & Economic Growth (DELEG), Unemployment Insurance Agency (UIA), is responsible for disbursing Unemployment Insurance benefits to those workers who are eligible, and for collecting taxes from employers as defined in the Michigan Employment Security Act.

Currently, UIA's Information Technology systems used to administer Unemployment Insurance benefits, taxes and trust fund accounting are spread over several systems and platforms of varying ages. Development, maintenance, support and control have become more challenging as each new system adds a new level of complexity. UIA needs its core businesses – Benefits, Tax, and Wages – along with several secondary systems, including Adjudication, to be able to data share in real time across functions. UIA needs to have intelligent interfaces that enhance customer service and ease of use. UIA needs to have an efficient system that will reduce paperwork, provide real time data verifications and eliminate duplicate data entry. UIA seeks to have an integrated tax, benefit, adjudication, and appeals system, either through the application of new technology or by leveraging existing technologies.

UIA has four Remote Initial Claims Centers (RICC's) that are located in Detroit, Grand Rapids, Lansing, and Saginaw, and are responsible for delivering benefit payments, adjudication, claim filing, and other services to Michigan's unemployed workers. In addition, seven Problem Resolution Offices (PRO's), located in Detroit, Marquette, Gaylord, Livonia, Saginaw, Grand Rapids, and Lansing, provide access to filing technologies and problem resolution staff. The support functions for the RICC's and PRO's are concentrated in the Detroit Cadillac Place location, as are the Tax Office functions including employer compliance, tax rates establishment, benefit charging, the collection of taxes, and Trust Fund accounting.

In calendar year 2007 Michigan's unemployment rate was 7.2% and UIA paid out nearly \$1.8 billion in regular state and federal unemployment benefits. At over 14%, Michigan currently has one of the highest unemployment rates in the country. Consequently, in addition to regular UI Benefits, Michigan is paying out State Extended Benefits (EB) as well as federal Emergency Unemployment Compensation (EUC). In addition, the claims load is anticipated to rise through CY 2009, resulting in increased benefit payouts through CY 2010.

UIA uses a variety of applications to deliver services, and the new system should combine the service delivery applications into an integrated whole. The UI System integration project consists of technology and business initiatives that must be seamlessly and effectively integrated to deliver one comprehensive and successful enterprise solution.



DTMB and UIA have established three distinct work efforts necessary to “modernize” current UIA systems and procedures to a more robust technology solution, supplemented with more efficient internal processes. Those efforts include:

1. Establishment of a Project Management Office to oversee all phases of the modernization effort, including preparation of a technology roadmap.
2. Business requirements – gathering and preparation of requirements documents that can be turned over to technical programming resources for implementation.
3. Integration/Implementation services to provide technical design, programming, testing, and deployment of business modules in a new, upgraded technology environment. This integrator will ensure all UIA components are sufficiently integrated and can share information as prescribed in requirements documentation.

The vision for the Michigan UI System Integration is to create a modern, integrated system that provides real-time data sharing across functions, increase productivity, enhance customer service and ease of use, and provide flexibility in complying with changing federal mandates and other requirements.

C. Objectives

This position will serve as the IV&V Project Manager and consultant for DTMB and UIA agencies, although the position will be primarily focused on verifying and validating that the business needs are supported by the technical direction of the project. The position will review and analyze decisions made by the PMO and ultimately the design, development and implementation vendor and recommend any required alternatives for DTMB and UIA.

The IV&V Project manager hired as a result of this ITB will report in to the appropriate DTMB Project Manager. The objectives for Michigan UI System Integration project are:

- Improve customer service
- Eliminate manual, labor-intensive processes
- Increase data accuracy
- Improve security and privacy
- Provide ability to share data, real time, across functions
- Improve ease of system maintenance and support
- Implement common technical standards
- Reduce costs

D. Agency Technical Environment for the Work

The current UIA technology and applications architecture consists of disparate technologies. While the majority of the core UIA system resides on an IBM mainframe environment, internet applications have been recently developed by DTMB for use by external customers. These are n-tier applications accessing an Oracle database. These web applications are written in .NET using either Visual Basic or C#. Data from the Oracle data base is updated to the mainframe utilizing Websphere MQ message and FTP file transfers. The mainframe runs OS390 and utilizes an IMS data base. There is also a weekly sweep for Oracle reload to keep the databases (IMS and Oracle) in sync.

UIA also uses two separate IVR systems, one connected to the mainframe and one to Oracle to gather data, passing some of the calls to a PBX and ACD system relying on intelligent routing. While the majority of the data processing transactions occur on the mainframe, the data entry points where UIA interacts with their internal and external customers have relied on newer technologies.

E. Description of the requested work, including deliverables and knowledge transfer

The scope-of-work is to serve as an IV&V Project Manager and Technology Consultant for the UI System Integration project. The IV&V Project Manager will review the entire software development life cycle including:

- Project scope and schedule
- Resources



- Communications
- Workflow
- Risks and mitigation strategies

All project deliverables will be independently reviewed by IV&V Project Manager to verify that goals meet project requirements, objectives, are well defined, and are mapped to a project management plan. The IV&V Project Manager will be responsible to review and provide feedback on the following deliverables:

- Project Plan
- Software Development Plan
- Configuration Management Plan
- Requirements Specification
- Design Documents
- Requirements Tracing Matrix
- Architecture Design
- Software Design
- Software Code Review Process
- Metrics Reporting
- Metrics Measurement and Assessment
- Security Assessments
- Integration and System Test Process
- Test Planning, Execution, and Reporting
- Risk Assessment
- Training/Documentation Evaluation
- User Acceptance Testing
- Defect Reporting and Tracking

In particular, the scope-of-work includes the following:

- Provides recommendations to the DTMB and UIA members and any contracted IT resources of the project team
- Works directly and communicates regularly with the DTMB Project Manager, UIA Project Manager and the PMO Project Manager coordinates recommendations and assessments with UIA, DTMB, and contracted IT resources of the project team through the phases of the project, and performs other project-related activities
- Facilitates communication with Senior and Executive Management regarding the status, budget and critical risks
- Insures that UIA, DTMB, PMO members and contracted IT resources of the project team are integrated and kept informed
- Assists the UIA, DTMB and PMO team in evaluating technical design and development approaches
- Analyzes issues and problems; makes recommendations on software selection and/or system integration for the implementation vendors to the UIA, DTMB and PMO team
- Reviews the strategic technical project efforts for completion on time, within budget, and to the customer's expectations. Supports the decision-making procedures for the project team to use IT resources, including staff, hardware and software purchases, and processes
- Participates in development of Design, Development and Implementation RFP, proposal writing and review

Technical support is required to assist with the following tasks:

- Facilitate coordination between the UIA, DTMB and PMO team and the DDI vendor ensure tasks and deliverables are in congruence with the project plan and schedule as assigned
- Help ensure the project is designed and implemented according to approved scope and requirements



The IV&V Project Manager provides input to the DTMB Project Manager on the daily direction and work product progress, team interactions and overall project success. Specifically:

- Interfaces with any contractor managers engaged for this project
- Assesses and recommends changes for the project communications plan
- Helps the UIA, DTMB and PMO team identify project risks and issues
- Provides quality assurance on the technical aspects of the project

The IV&V Project Manager provides technical skills required to provide recommendations to the DTMB PM for this project regarding areas such as enterprise architecture design, system integration, web interface, addressing standards knowledge, and vendor management experience.

- Advises UIA, DTMB and PMO team on industry practices in relation to imaging, hardware selection, software products and capabilities
- Assists with business/technical decisions related to the use of hardware and software to align to business needs and budget constraints
- Advises both DTMB and UIA on managing contracts for development effort
- Utilizes knowledge of emerging technological trends to educate both IT and the business of opportunities to build better IT solutions that support and drive business decisions for the project
- The IV&V Project Manager helps develop reporting/communication mechanisms for the project
- Helps develop and maintain an effective, customer-focused and usable communications process
- Assists in preparation of project status reporting mechanism that addresses, at a minimum, task status, deliverable completion, budget expenditure and completion estimate, risk analysis, resource assessments, schedule adjustments, and problem/issue/risk identification and corrective action

F. Any specific regulations, requirements or expertise applicable, including specific background/security checks required.

The IV&V Project Manager must have the following experience, skills and expertise:

- Possess a current professional certification in Project Management, such as the Project Management Professional (PMP) certification
- A minimum of seven or more years experience managing the design and development of solutions based on technical specifications.
- A minimum of seven or more years of recent experience managing the delivery of IT solutions in a governmental entity.
- Five years experience in managing cross-functional projects, programs with tight deadlines
- At least five years of experience in a cross-functional environment and demonstrated ability to influence other teams to meet goals
- Minimally five years experience managing a large, complex multi-year systems development projects whose budget was greater than \$10,000,000 (excluding hardware/software costs) and whose timeline was greater than 3 years (similar in size and scope to a UI system)
- Experience in successfully managing Information Technology (IT) projects (full project lifecycle)
- A minimum of five years in legacy Integration project experience
- Excellent organizational, communication (both oral and written), presentation and time management skills required
- Demonstrated technical aptitude and familiarity with design and utilization of complex systems
- Demonstrated knowledge and experience in technical areas below:
 - Addressing software
 - Implementation of COTS packages
 - IBM Mainframe, Web and Client server environments
 - Hardware configuration
 - Wide range of software products utilized for project management, configuration management, testing, etc.

**G. Reports Required**

A monthly progress report must be submitted to the DTMB Project Manager throughout the life of this contract. Each report must contain the following:

- Independent Review assessment of current status as reported by PMO
- Issues Tracking: Review of significant issues and concerns as reported for the overall project; as well as any issues IV & V vendor may warrant require additional awareness

H. Location where the work is to be performed

All work will be performed at the Cadillac Place, Detroit unless otherwise agreed to be all parties. The Contractor must be willing to travel to Lansing minimally once a week.

Detroit Location:
DTMB/DELEG-Detroit Agency Services
Cadillac Place, Suite #12-100
3024 W. Grand Boulevard
Detroit, MI 48202

I. Hours

Normal work hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday.

J. State's contract/project manager for the work [who does the Contractor report to]:

Debra Patterson
DTMB, Agency Services
Cadillac Place, Suite #12-100
3024 W. Grand Boulevard
Detroit, MI 48202

PattersonDebraJ@michigan.gov

K. The numbers of personnel by skill set (classification),**One (1) Senior Project Manager (not to exceed rate \$110.00)**

- Must have demonstrable comprehensive expertise in all aspects of software development and testing, effective integration into client processes and workflows with clear communication skills.

L. Start and End Dates for the work

10/1/2010 – 9/30/2011

M. Price Proposal

1. All rates quoted in this Contract will be firm for the duration of the contract. No price changes will be permitted.
2. Pricing
Classification/skill set: Senior Project Manager
Hourly/Monthly Rate: \$110.00 per hour/\$18,186.00 per month