



A C C E S S D A T A
CONSULTING CORPORATION
BRIDGING TECHNOLOGY TO BUSINESS

Is pleased to present the following solution in response to:

**Colorado
Department of Natural Resources**

Colorado Water Conservation Board
Website Redesign

Version 1.1
01 July 2009

Revision History

Revision Num	Date	Author	Description
1.0	06/30/2009	Mark Greve,	Initial Version
1.1	07/01/2009	Justin Weatherwax	Revised with rough estimate for entire project

Overview

Access Data is pleased to provide the following bid to the Colorado Water Conservation Board (CWCB). We look forward to providing services to create a superior web application and database design that will be flexible, easily managed, and maintainable to meet Colorado Water Conservation Board needs today and into the future.

This document provides an estimate for the request for bid email sent to Justin Weatherwax on Monday June 23, 2009. This budgetary estimate includes all work required to fulfill the requirements for Phase 1 – Evaluation of Business Requirements, Existing Site, Marketing Materials & Initial Design for the CWCB MCMS to MOSS website at www.CWCB.State.Co.Us and IBCC to MOSS website at <http://ibcc.state.co.us> .

Our response document is divided into the following sections:

Deliverables:	A brief description of the project's deliverables
References:	Three (3) project references as requested in the Scope of Work (Item 1)
Our Approach:	A brief description on how we propose to meet the Phase 1 requirements. (Items 3 & 4)
Task List for Estimate:	A break out of the individual tasks required to meet the Phase 1 requirements
Task Order Staffing:	An outline of the proposed staffing of the project.
Price:	Time and Material bid with a not to exceed price. Contains a labor category and hourly rate breakdown.

Deliverables

Deliverables

Evaluation Document for CWCB including

- Evaluation of current Website
- A new organizational structure for the CWCB's content (to be used in designing the new navigational structure)
- Use case diagrams and or flow charts as appropriate
- Recommendations on content, discussing ideas for streamlining text and driving the user more quickly to pertinent information

Initial Design Document for CWCB

- Initial Website Design for the new CWCB website
- New organizational and navigational structure provided in the Evaluation Document deliverable (including GUI mock-ups as appropriate, at a minimum for the home page and program area home pages).

Evaluation Document for IBCC including

- Evaluation of current Website
- A new organizational structure for the IBCC's content (to be used in designing the new navigational structure)
- Use case diagrams and or flow charts as appropriate
- Recommendations on content, discussing ideas for streamlining text and driving the user more quickly to pertinent information

Initial Design Document for IBBC

- Initial Website Design for the new IBCC website
- New organizational and navigational structure provided in the Evaluation Document deliverable (including GUI mock-ups as appropriate, at a minimum for the home page and program area home pages).

References

The following references are submitted for your consideration.

References

Colorado Division of Wildlife

Dr. Laurie Baeten

laurie.baeten@ state.co.us

Work: 970.416.1516

Colorado Division of Wildlife

Rob Lloyd

rob.lloyd@ state.co.us

Work: 303.291.7465

Fax: 303.291.7106

Colorado Division of Wildlife

Bill Crick

bill.crick@ state.co.us

Work: 303.291.7247

Fax: 303.291.7106

Our Approach

It is our experience that a project cannot be successful without a rigorous and comprehensive analysis and design. Therefore we are diligent in this step of the software development lifecycle to ensure that all Access Data clients receive highly functional software that meets every requirement.

The Access Data Projects Division executes fixed price contracts for many customers. Understanding customer needs and creating comprehensive solutions that meet these needs is key to success and survival in this environment. All of our projects include a defined requirements gathering phase with a signed user requirements document deliverable. These requirements documents contain either outlined requirement listings or UML based use cases, depending on customer preference.

Access Data's Project Division has almost twenty years experience defining requirements, understanding customer needs and designing maintainable and scalable solutions that meet all of their requirements and expectations

We employ a thorough and well defined system design phase with a proven track record at the State of Colorado. During this phase we document design choices, present user interface mockups to users, design database layouts and data dictionaries, and define the external interfaces to the application.

Access Data's approach will be to evaluate CWCB and IBCC websites and learn the future needs and marketing expectation of both CWCB and IBCC. This will involve reviewing information that is currently available, having discussions with key individuals, and reviewing and researching pertinent information. This will give us the information needed to make educated decisions on the design and functionality of the new websites.

We will then talk with users, managers, and subject matter experts to determine the goals of the Colorado Water Conservation Board and the Interbasin Compact Committee for the web application, and the needs of the application's end users. Using the Scope of Work as a starting point each requirement will be discussed. We will look at the list of underlying needs and verify that the Scope of Work has requirements addressing each of these needs and match the needs to the requirements. We will explore different options to meet the needs with Access Data suggesting common approaches used by other systems and clients, industry best practices, and accepted design patterns. The different approaches will be weighted by looking at the required level of effort, maintainability, and appropriateness of the solution. The requirement will be restated from a general need into a set of specific requirements that can be used by the designers and developers of the application.

Key concerns during this phase that need to be addressed are the applicability of the proposed solution for both the CWCB and IBCC organizations.

Access Data will then take the requirements created during this process and create web application mock up of the Master page(s) required, color scheme and CSS requirements. Navigation structure and menu design will also be included in the mock ups. Required page layouts will be formalized and custom web parts or applications will be specified. This will include migration of existing applications and links from the current DNR sites.

Access Data uses Microsoft Office for Business Analysis and System Design task orders. We use Microsoft Word for textual content, Microsoft Excel for spreadsheets, Microsoft Visio for flowcharting, data flow diagramming, use case interaction drawings, charting and graphing, database modeling, and network diagramming. We use the diagramming tools in Microsoft SQL Server for Entity Relationship Diagrams.

Access Data will provide as deliverables three documents as follows:

- A revised requirements document resulting from the evaluation of the current CWCB and IBCC websites, the Scope of Work requirements, Attitude & Awareness Survey and CWCB Strategic Marketing Plan.
- A design document detailing the web application's GUI layout and database schema for CWBC and IBCC.

Task List for Estimate

The following outlines the tasks upon which the estimate has been based.

Kick off meeting to define the following items:

- General design guidelines (in addition to what is listed in requirements document)
- High level goals (in addition to what is listed in requirements document)
- Points of contact and interview contacts
- Set schedule expectations
- Set products format
- Define project success factors

Evaluate the current CWCB and IBCC websites:

- List the features of the current website that need to be retained.
- List the delta between the functionality the website provides and the functionality required for the new website.
- Understand the interfaces between the existing tool and other CWCB and IBCC systems.
- Evaluate the hardware and infrastructure supporting the existing system.

Determine feasibility of requirements FR1.0 – FR1.14 outlined in the Colorado Department of Natural Resources Colorado Water Conservation Board Scope of Work

- CWCB and IBCC Website Redesign Refine and further define requirements
- Quantify complexity and provide a budgetary estimate for each requirement.
- Evaluate differences between CWCB and IBCC website requirements to allow for reuse of common components.

Design of Navigation:

- Identify user needs and content structure
- Create flow charts that define the navigation structure

Create Base CSS requirements for CWCB and IBCC:

- Designate fonts and families for sizes.
- Identify Colors and graphics to be used.
- Create base CSS file

Design and identification Master Page(s) CWCB and IBCC:

- Identify the master page or pages that are needed.
- Create the design for the master page which allows incorporates the navigation structure design
- Create Mock ups of the Master Pages

Create home page layout and design CWCB and IBCC

- Design page layout for the landing page and Identify graphics required
- Create Mock up of layout(s).

Design and identification of Page Layouts required for CWBC and IBCC

- Identify all page layouts required.
- Design laserfiche quick search page layout.
- Design library search page which incorporates laser fiche functionality
- Design media page layout
- Design search page and result layout
- Create page mock ups as needed for initial design document

Design of existing application migration to MOSS

- Identify all applications that need to be migrated to MOSS from the existing sites.
- Identify Web parts that need to be created
- Identify programs that need to be modified in order to be used in the new MOSS site.
- Design any page layouts that will be required by the applications that have not been identified.

Design of feedback form application.

- Identify fields needed for feedback form
- Identify email requirements.
- Design database structure if required
- Create Application Mock up

State Resource Requirements

- Availability of the following State resources may be required per the tasks defined in the above list.
- State project manager
- Project sponsor
- Colorado Water Conservation Board **and IBCC** current MCMS applications
- Availability to all applications that need to be migrated.

Constraints:

- The design will be loosely constrained by the information provided in the Scope of Work.
- The design will be constrained by a development/production environment consisting of Windows 2003 SP2, SQL Server 2008, Microsoft Office SharePoint SP1, Internet Information Services 6.0 (IIS).

Assumptions:

- State resources will be available over the entire project schedule.

Task Order Staffing:

The following is the anticipated staffing for this Task Order:

Mark Greve will be performing all Tasks.

Job Classification

SharePoint Architect
Web Architect /
Designer

Tasks

SharePoint requirement definition, requirements
Web applications requirements definitions, requirements
feasibility, existing tool analysis, web application design

Business Analyst

Website(s) requirement definition, requirements
feasibility, existing tool analysis, web application design

Database Analyst

Database Design / Data Migration Plan

Task Order Project Schedule:

Target completion dates for the Task Order are as follows (Time lines include CWCB and IBCC websites):

Task Order Start

Kickoff Meeting

Approval + 1 day

Evaluate current CWCB and IBCC websites

Approval + 3 days

Requirement definition and evaluation

Approval + 5 days

Design of Navigation

Approval + 10 days

Create Base CSS requirements.

Approval + 12 days

Design and identification Master Page(s)

Approval + 16 days

Create home page layout and design

Approval + 17 days

Design and identification of Page Layouts required

Approval + 23 days

Design of existing application migration to MOSS.	Approval + 25 days
Design of feedback form application.	Approval + 26 days
First Review	Approval + 27 days
Document Rework	Approval + 28 days
Final Review (If needed)	Approval + 29 days
Project conclusion	Approval + 30 days

- All of the work defined in this document can be delivered in less than seven weeks from time of award.
- The timeframe is based upon a 2 day turn around for question and issue resolution.

Price:

Total cost for phase one is as follows:

Total hours = 240

Hourly rate = \$90.00

Total not to exceed price = \$21,600

Please note: This is a not-to-exceed price based on the information that we have received for this bid. You will only be billed for hours used up to 240 and no more.