

TASK ORDER LETTER

Master Contract Routing # 08-PAA-00006

Task Order Letter # **D10-01** Colorado Water Conservation Board Web Site Redesign
Phase 1

July 20, 2009

Fiscal Year 10

In accordance with paragraphs 3, 4 & 5 of contract routing number 08-PAA-00006, between the state of Colorado Department of Natural Resources Divisions and Access Data Consulting Corp, covering a period of July 1st 2009 through June 30th 2010 the undersigned agree that the supplies/services affected by this task order letter are modified as follows.

Task Order Description

The contractor shall perform the task in accordance with the task order dated the 17th day of July, 2009 by and between the Department of Natural Resources and Access Data is hereby effective on approval by the State Controller or designee.

Price / Cost

The maximum amount payable by the State for the task stated is \$21,600. The Total Contract value to include all previous amendments, task orders, etc., is \$465,863.

Performance Period

The performance period shall commence upon the execution of this task order by the State Controller or designee. The contractor shall have 45 working days to complete the tasks referenced in the attached Task Order: D10-01.

This task order is executed pursuant to Paragraph 2, 3 & 4 of the original contract. The parties agree that all work shall be performed according to the standards, procedures, and terms set forth in the original contract. In the event of any conflict or inconsistency between this amendment and the original contract, such conflict or inconsistency shall be resolved by reference to these documents in the following order: Special Provisions, original contract, attachments/exhibits to the original contract, this task order letter, attachments/exhibits to this task order letter.

Please sign, date, and return all copies of this letter on or before July 22, 2009.

Access Data:

By: Josh Weatherway
Name: Josh Weatherway
Title: Account Executive

State of Colorado:

Bill Ritter, Jr., Governor

By: Will H. Levine

(for) Harris Sherman, Executive Director

Colorado Department of Natural Resources

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. The contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for goods and/or services provided.

State Controller, David J. McDermott

By: Dan Reister

Date: 7-27-09

Department of Natural Resources
Access Data
Routing Number 08-PAA-00006 – Task Order: D10-01

Project Information

Project Name: **Colorado Water Conservation Board Web Site Redesign
Phase 1**
DNR Division: **Colorado Water Conservation Board**
Division Project Representative: **Susan Lesovsky, 303-866-3441, x3221**
Division IT Representative: **Susan Lesovsky, 303-866-3441, x3221**
SOW Paragraph Reference:

Project Effort

Time and Material TO Type

Planned Beginning Date: 7/27/2009 Planned End Date: 10/1/2009
Planned Hours: 240 Planned Cost: \$21,600

Funding Resources

Funds have been budgeted, appropriated, and otherwise made available in:

<u>Division</u>	<u>FUND</u>	<u>AGENCY</u>	<u>ORG</u>	<u>APPR</u>	<u>PROG</u>	<u>OBJ</u>	<u>GBL</u>	<u>LBLI</u>	<u>AMOUNT</u>
CWCB	424	PDA	YYYY	PIS	WTRC	1961		20266	21,600

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	Tasks
SharePoint Architect Web Architect / Designer	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:

The following table shows the cost summary by task:

Job Classification	Rate	Hours	Total
Web Analyst/Developer	90.00	240	\$21,600
		240	\$21,600

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.

Approvals

Susan G. Lesonsky
CWCB Project Manager

7.21.09.
Date

John W. Henshaw
Access Data Representative

7/20/09
Date

R. M. M...
OIT-DNR Services Contract Manager

7/21/09
Date

Task Order Completion Certifications:

I certify that the deliverables specified in this Task Order were provided to the representative(s) of the State of Colorado, Department of Natural Resources.

Access Data Representative

Date

I certify that the deliverables specified in this Task Order were provided by Access Data and are acceptable to the State of Colorado.

DOW IT Project Manager

Date