STAFF AUGMENTATION REQUEST FOR QUOTE (RFQ)

RFQ ID: EDUR201206300

INQUIRY PERIOD BEGINS: **September 2, 2011**

INQUIRY PERIOD ENDS: **September 9, 2011**

QUOTE DUE DATE: **September 16, 2011 Time: 5:00 PM**

QUOTE EVALUATION DATE: **September 20, 2011**

ESTIMATED AWARD DATE: **September 29, 2011**

PROJECT IDENTIFICATION

Project Name		Date Created
CORE 3		August 15, 2011
Prepared by	**Version**	**Project Class**
Marcus Roberto, CTP PM	3.0	Class A

PROJECT INFORMATION

PROJECT REQUEST

The work to be performed under the anticipated contract consists of Microsoft .NET application coding, unit testing, and performance testing, new products and upgrades, such as the CORE Online Payment and Licensure Request Module, and documentation. The services will be rendered and the deliverables completed in State of Ohio Fiscal Year 2012. Deliverables are documented and detailed in ODE's MS Team Foundation Server environment. The organization for which the work will be performed is the ODE Center for the Teaching Profession (CTP). The request is for full-time engagement of a **.NET Application Developer** as a staff augmentation engagement (time and materials) managed by the CTP PM.

Defect fixes and upgrades to existing CTP IT systems are managed using PMBOK standards and Agile development methods (SCRUM). The contractor will be assigned scheduled tasks by the ODE Center for the Teaching Profession Project Manager and expected to complete them according to the CTP FY2012 product support schedule and SCRUM SPRINTS, consisting of 20 days each.

The total engagement duration for this effort is 1,500 hours. The primary role of the .NET Application Developer for this engagement is to review the Connected Ohio Records for Educators and Professional Conduct Case Management system .NET application code and integrated ODE Enterprise Web Services and systems in an upgrade effort to convert, develop and upgrade .NET code from .NET 1.1 and 2.0 to .NET 4.0 and provide enhancements as identified by the business and legislative mandates. The successful candidate is expected to follow technical instructions and leadership from the CORE 3 Project .NET Architect, work independently and efficiently on tasks assigned through the ODE Microsoft Team Foundation Server 2010 system.

Project Background

Main objectives:
The largest and most complex CORE system modules and Web Services are currently running in the .NET 1.1 environment. This early version of Microsoft .NET contains known technical issues inherent to the Microsoft .NET 1.1 framework. A project is planned to upgrade these CORE modules and Web Services in FY2012-FY2017. This engagement may be renewed on an annual basis through FY2017 based on available funding, continued need and satisfactory contractor performance. The .NET Developer FY2012 engagement will include participating in the conversion of existing .NET code and development of new .NET application code – particularly for the new ODE CORE Educator Licensure Online Request module. In addition to planned upgrades, a series of unplanned upgrades and business rule changes required by ODE, the Ohio General Assembly, Governor's office and State Board of Education are frequently inserted as priority work items during an average Fiscal Year. The CORE project team /maintenance and support team must be staffed and in a position to upgrade and change the system and display an appropriate level of responsiveness as the business rules change.

CTP Information Technology systems – executive overview:

- During peak volume periods, the ODE CTP staff can process more than 1,000 educator licensure requests a day through the CORE application suite.
- The CORE system manages 909,882 Educator records holding 3,470,104 credentials
- The CORE Oracle database consists of 329 tables with 58,165,852 rows of data.
    - In addition to the tables storing educator data for access by CORE, there are 50 CORE ETL tables containing 21,390,433 rows of data (included in the totals above). These tables are not managed by the .NET application code, but by PL/SQL, SQL and/or Informatica processes.
- The CORE .NET Service Oriented Architecture includes:
    - 397 Web Screens
    - 48 Web Services
    - 19 distinct modules
    - CORE and PCCM contain 904,106 nominal lines of .NET application code
- More than 1,100,000 educator documents are available today through CORE.
- CORE is integrated with the following ODE enterprise services and external data systems:
    - Documentum document management system
    - Secure Application For Enterprise (SAFE)
    - InputAccel scanning and primary indexing services
    - ODE Enterprise .NET Framework and Web Services
    - Ohio Educational Directory Service (OEDS)
    - LinkUP Printing Layout and Design Enterprise Services
    - ETS PRAXIS data services
    - ACTFL data services
    - Ohio Attorney General BCI Background check and RAPBACK data services

- Ohio Bureau of Motor Vehicles Driver's License data exchange services

The CORE system's 18 Production modules include:

Credential Eligibility: CE is the largest and most complex CORE module. CE processes include storing and managing educator credential information, scanning and indexing new credential requests from educators, executing background checks, modifying and renewing existing credentials, printing and mailing credentials. During peak periods, ODE staff can process more than 1,000 credential requests each day. The ODE staff can often process educator licensure requests the same day they arrive.

Credential Eligibility Administration: This module is available only to CTP managers and allows users to setup credential processing business rules, workflows and other administrative tasks for the system. The new .NET 3 version of this module was released in July, 2008.

Entry Year: EY manages Entry Year Teacher and Principal registration, program funding and PRAXIS III assessments for teachers. House Bill 1, enacted into law in July, 2009, changed the way new Ohio educators are trained. The Entry Year module will not be upgraded because the program model is now obsolete as a result of the passage of HB1. The EY module will be replaced in 2012 by the Resident Educator (RE) Module.

Entry Year Administration: This module allows CTP managers to set start and end dates for EY program registration, set funding and assessment system variables and other administrative tasks. House Bill 1, enacted into law in July, 2009, changed the way new Ohio educators are trained. The Entry Year module will not be upgraded because the program model is now obsolete as a result of the passage of HB1. The EY ADMIN module will be replaced in 2012 by the Resident Educator (RE) Module.

Educator Conduct Maintenance: This tool updates and adds new records which appear immediately in the "Disciplinary Info" section of the Educator Profile module.

Educator Profile: This is the read-only version of CORE. External customers and ODE staff can use Educator Profile to find individual educator credential and application information. The amount of information displayed is dependent upon the user's application security (SAFE) role. External customers can access public information regarding Ohio educator licensure and conduct without a SAFE account.

Financial Management: This module is available to the ODE Finance staff. ODE staff uses it to track and manage incoming payments and links each of those payments to the appropriate educator record and application request.

Financial Administration: This tool is available to the Finance managers only and allows execution of administrative tasks such as adding or editing credential fees, fee discounting, chart of accounts and transaction information.

Online Payment: This module is undergoing extended testing in the Production environment. When completed, it will provide a secure environment for educators to request pay by credit card online for requested credentials. This module is scheduled for public release in November, 2011.

Online Payment / Licensure Request: This new module is an extension of Online Payment. The first version of the product is scheduled to deploy in March, 2012. The Online Payment / Licensure Request module will allow educators to request and pay for licensure online using a credit card and electronic signatures.

Professional Conduct: ODE staff and attorneys use this module to track and manage Ohio educator

discipline data and processes. It is tightly integrated with the CE module.

Professional Conduct Administration: Allows ODE managers access to add or edit application status categories and other administrative functions.

Program Approval: This module allows ODE staff to track, manage and display Institution of Higher Education educator preparation programs and statuses. This program has been transferred to the Ohio Board of Regents, and further upgrades have not been planned for the PA module.

Program Approval Administration: Allows program managers at ODE to modify degree level and IHE status information, along with other administrative functions. This program has been transferred to the Ohio Board of Regents, and further upgrades have not been planned for the PA module.

Pupil Activity (internal): This module allows ODE CTP staff to track and manage Pupil Activity vendors, trainers and assists with certifications.

Pupil Activity (public): This module allows external Pupil Activity vendors to check status and demographic data associated with their organization and report status of educators who attend their events. It allows educators interested in Pupil Activity training to identify professional development opportunities.

Portal (CORE): This module is tightly integrated with ODE's application security service. It automatically handles the access to CORE modules based on user role and user selection.

Reports: CORE system reports are primarily available to CTP managers. The 46 reports display real-time data for all CORE modules.

Resident Educator: The RE module was deployed in April, 2011, and includes the RE Survey. In 2012, many of the Entry Year module functions and processes will be updated and migrated to RE.

Professional Conduct Case Management (PCCM) - In addition to the CORE system, CTP's PCCM system is tightly integrated with CORE and serves as a system which stores/manages data related to Educator Professional Conduct Case information.

Business Drivers

These upgrades will create more efficient, effective, reliable and higher performing .NET applications for the Center for the Teaching Profession. It will also enable older modules of the CORE application suite to meet current .NET ODE Technical Standards, and allow educators to pay for licensure fees online using a credit card.

Scope

The TFS CORE Application Suite stores a detailed list of proposed upgrades for the Professional Conduct Case Management System and the Connected Ohio Records for Educators Application Suite. In addition to known upgrades logged in TFS, new business rules mandated by the Ohio General Assembly, Ohio State Board of Education, ODE and CTP leadership guarantee this .NET developer will be fully engaged for the remainder of FY12 and possibly renewed for future fiscal years.

Position Objectives

Microsoft .NET application coding

Skills and Experience

See minimum and preferred qualifications in the document below.

.NET Developer candidate minimum and preferred skills and experience:

The successful candidate for this engagement must have the following **MINIMUM** skills, abilities and experience. Any candidate who does not meet or exceed **ALL** the minimum qualifications listed below will not be considered for the engagement. *(Please list total number of months and years, and organizations served, on the vendor response document.):*

1. **Minimum of 1 year (365 days) Microsoft .NET 1.1 system development experience.**
2. **Minimum of 2 years Microsoft 2.0 and 3.0 development experience.**
3. **Minimum of 6 months (180 days) Microsoft 4.0 development experience.**
4. **Minimum 5 years C# development experience in MS Visual Studio 2003 or higher.**
5. **Minimum 4 years experience in developing Microsoft .NET WCF Web Services**
6. **Minimum 2 years experience developing/designing XML, XML schemas and XSLT in MS Visual Studio 2003 or higher**
7. **Minimum 5 years experience developing systems using Oracle RDBMS and creating/optimizing PL/SQL queries.**
8. **Minimum 1 year of JQuery development experience.**
9. **Minimum 1 year of Microsoft MVC Framework experience.**

The successful candidate for this engagement may have the following **PREFERRED** skills, abilities and experience. Candidates with a larger number of preferred skills listed below will generally score higher during the evaluation process. (Please list total number of months and years, and organizations served, along with contact information on the vendor response document.):

1. **6 months experience with Microsoft .NET 4.0 build and deployment process.**
2. **1 year experience using SCRUM Agile development methodologies (or SCRUM Master certification as equivalent).**
3. **1 year experience with Microsoft Team Foundation Server**
4. **1 year experience using PMBOK project management methodologies**
5. **Goals-oriented proactive team player** with the ability to multi-task and prioritize technical tasks in a fast-paced, professional environment.
6. **Bachelors degree** or higher in Computer Science or related field. Partial credit will be awarded for BS degree or higher in any field.
7. **1 year experience using Microsoft Team System** automated unit testing and data output analysis.
8. **1 year experience with each of the following (one point for each item):**
   - Dynamic SQL Statements
   - JetBrains Resharper
   - C# in Microsoft Visual Studio 2005 or higher
   - AJAX

9. **2 years configuration management in MS .NET application environments using Microsoft Team System automated deployments**
10. **1 year experience Microsoft .NET Visual Studio 2010 in a Production application environment**

WORK APPROACH

PROJECT MANAGEMENT
ODE Center for the Teaching Profession Project Manager will manage the entire project. PMBOK methodologies will be used, along with Agile SCRUM application development framework. Issue Management and Change Management and communications will be handled primarily by the daily 15-minutes SCRUM meetings and requirements/project planning meetings with the business sponsors. All documentation will be posted on the ODE CORE 3 Project Sharepoint site.
Status Reporting
Daily SCRUM updates and standard ODE project reports. CTP PM will provide status reporting on a regular basis through documented status reports and scheduled sponsor meetings. The consultant will provide daily status during the 15-minute daily SCRUM meetings. The consultant will be responsible for meeting all timelines designated by the project manager. The CTP IT Support team (which includes this role) provides schedule estimates for each task, which the CTP PM will use to schedule the 20-day SPRINTS. The contractor's duties may be directed toward CORE 3 Project tasks, or PROD support upgrade / fix tasks, whichever the business identifies as the priority for the week. Weekly printed timesheets and status reports will be reviewed and signed by the project manager and will accompany invoices submitted to the PMO for payment.
Time Management

The CTP IT Support team and CORE 3 Project team provides work estimates for each item prioritized by the ODE CTP business staff. The PM creates a high-level project plan and SPRINT Backlogs to manage the tasks and schedules. Work scheduled for FY2012 will be completed by June 30, 2012. Weekly timesheets and status reports will be printed and provided to PM for review and signature. Scanned versions of the documents will be emailed to PM for signature and payment processing. The contractor will be responsible for meeting all timelines designated by the CTP project manager documented in the CORE3 task-level product support plan and 20-day SPRINT Backlogs. CTP PM will collect, review, and manage weekly contractor timesheets. The contractor will be responsible for meeting all timelines designated by the project manager. The contract will be assessed each fiscal year for continuation considerations.

Special Note on candidate availability: The candidates submitted by vendors are final. If a candidate scores high enough in the competitive selection process to be chosen for the engagement by the Ohio Department of Education, the candidate ***must*** be available for the engagement. If the candidate becomes unavailable prior to the start of the engagement, the organization providing the candidate may not have an opportunity to provide a substitute candidate for the engagement.

The candidate should be available for the engagement September 15, 2011-June 30, 2012, on weekdays during the engagement duration at ODE headquarters, 25 S. Front St., floor 5, Columbus, Ohio 43215. It is critical the candidate be available for meetings and communication with ODE technical staff during these normal business hours. This engagement will be full-time from September 15, 2011 through June 30, 2012. Hours will average 40 per week. It is possible some PRODUCTION performance tests and other .NET development tasks will require work on weekends or evenings during the engagement.

Participation in Meetings

The .NET Developer consultant will participate in meetings with personnel or groups recommended by the project manager – project planning, architectural planning, etc. The consultant will participate in person, in onsite meetings with personnel or groups required by the project manager, which may include daily 15 minute SCRUM meetings, SPRINT planning and task decomposition/estimating meetings, SPRINT Review and Retrospective meetings, team code review/architecture meetings.

Vendor Personnel

The vendor is responsible for replacing, in a timely manner, any personnel whose skills the ODE determines to be inadequate to perform the tasks required. The vendor must obtain equally-qualified replacement personnel for any personnel who become unavailable during the course of the project. If the vendor indicates the original .NET Developer is unable to complete the engagement, ODE has the option to terminate the engagement with the vendor and rebid the engagement through the State Term competitive selection process.

Non-Disclosure Agreement

Both candidate and company will be required to sign non-disclosure agreements which prevent disclosure of any data obtained while on the engagement which can be used to personally identify any parties at anytime either during or after the engagement.

DELIVERABLES

LIST OF KEY DELIVERABLES
Although this is a time and materials engagement, rather than a deliverables-based engagement, most of the work may require a formal signoff through customer acceptance testing and other methods.
Deliverable 01
CORE Online Payment and Licensure Request Module
Deliverable 02
Upgrade CORE .NET1.1 and .NET 2.0 modules to current .NET 4.0 standards
RESPONSIBILITIES
See the table Roles and Responsibilities table below

ROLES AND RESPONSIBILITIES

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Business	Executive Sponsor	Represents business interests of the project. Fulfills the following responsibilities: • Provides commitment to the project • Provides guidance on policy • Signs off on deliverables • Reviews and signs off on project deliverables	Lori Lofton
PMO	Technology Sponsor	Represents technology interests of the project. Fulfills the following responsibilities: • Provides guidance for technological issues • Provides guidance on policy issues • Makes decisions on issues escalated by the Applications Development Manager • Reviews and approves deliverables	Beth Juillerat

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
PMO	Project Manager	Represents ODE Project Management Office interests of the project. Fulfills the following responsibilities: • Provides resource(s) for project management duties • Creates the SOW • Selects the contractor • Develops the project plan • Approves or disapproves project change requests • Serves as Project Manager, SCRUM Manager • Approves or disapproves vendor invoices, timesheets and status reports • Manages scope change and control • Reports progress and escalates problems as needed to Project Executive Sponsors • Reviews consultant deliverables • Oversees and coordinates all aspects of consultant's day-to-day task work • Provides interfaces with vendor company officers • Leads all status meetings	Marcus Roberto

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Data Services	Data Manager	Is involved throughout the application development lifecycle. Ensures that the data needs of the customer are being met and that data standards are being followed. Fulfills the following responsibilities: • Makes business process recommendations to their assigned area management regarding data collection • Is involved in the gathering of requirements • Reviews and assists in the development of project documentation • Conducts reviews of the data model to support the application • Assists in report development • Understands and identifies data that exists in other systems/data stores • Is involved in the population of the data dictionary • Attends all status meetings during which data, data models, reports, Extraction Transformation Loads (ETLs), and data exchanges will be discussed	Matt Danzuso

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Application Services	Contracted .NET Architect	Fulfills the following responsibilities and delivers products described below: • Leads technical analysis of current CORE application suite products • Scope of analysis/testing for upgrades • Creates and coordinates technical/performance tests • Evaluates and documents technical test results and outcome • Creates technical evaluation and *recommendations* document which identifies any elements which currently contribute to performance issues in the ODE Production environment. • Identifies project and CORE/PCCM product technical risks and brings them to the attention of the Project Manager • Creates test code (CORE/PCCM software upgrades) and compares the new code to the existing code in regard to stability and performance in the ODE technical environments and documents outcomes. • Demonstrates, through objective test data, CORE/PCCM application suite performance improvements as a result of the optimizations/upgrades. • Leads coding efforts and participates in code reviews Participates in knowledge transfer to/from CTP technical support team • Creates/modifies (enhanced) CORE/PCCM System design/architecture documentation and recommendations • Logs/updates TFS tasks related to effort (defects, change requests, upgrades, etc.) • Review the Virtual Machine BL/PL Web Server configurations, Web Services, database connectivity and scripting/SQL statements to and *recommends* optimizations to the new environments for the CORE/PCCM System performance.	Vadim Koganov

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Application Services	.NET Developer	Fulfills the following responsibilities and delivers products described below: • Works with architect to identify/leverage tools and services for technical analysis of current CORE application suite products • Scope of support/analysis/testing includes CORE and PCCM systems • Reviews Architects technical evaluation and recommendations document which identifies any elements which currently contribute to performance issues in the ODE Production environment. • Works with Architect to create test code (CORE software upgrades) and compares the new code to the existing code in regard to stability and performance in the ODE technical environments and documents outcomes. • Participates in coding reviews to verify documented ODE coding standards are met by the CORE 3 Project team. • Participates in knowledge transfer to/from CORE, PCCM technical support team • Logs/updates TFS tasks related to effort (defects, change requests, upgrades, etc.) • Attends daily 15-minute Scrum meetings • Works with Architect and ITO with code deployment strategies and best practices Works with ITO technicians to troubleshoot and resolve issues related Enterprise IT Services such as the Enterprise .NET Framework, Oracle RDBMS, InputAccel, Crystal Enterprise, Documentum, Network Services, etc.	Successful Candidate for this engagement

FUNCTIONAL AREA	REQUIRED ROLE	RESPONSIBILITIES	STAFF
Application Services	ODE Application Manager	Responsible for enterprise application services, security, performance, reliability, testing tools/standards, .NET coding standardization/documentation	Sanjay Konar

SCHEDULE AND BUDGET

SCHEDULE AND BUDGET
The FY2012 Project schedule for the .NET Developer will not exceed 1,500 hours or June 30, 2012. There is an option to renew the engagement for FY2013-FY2017. The engagement may be renewed on an annual basis for possible renewal through FY2017 based on available funding, continued need, and satisfactory contractor performance.. The successful candidate will work onsite at the Ohio Department of Education, 25 S. Front Street, 4th floor.
Vendor Payment Process
Vendor/State STS Agreement
Terms and Conditions
Vendor/State STS Agreement
Termination Provisions
Vendor/State STS Agreement
Standards Compliance

Adherence to all ODE documented standards is mandatory. The ODE Database Standards documentation is available from the ODE Website:

http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1578&ContentID=8279

All vendor staff working on ODE projects are required to review the ODE Information Security policies and sign an ODE Information Security and Confidentiality Certification form when complete.

In addition, the following documents—available from the ODE Project Manager or on the ODE website on the IT Vendors page—are part of ODE's standards document library:

- ODE .NET Framework Assembly Documentation
- BUILD Process Documentation
- SAFE Documentation
- ODE Application Standards

The vendor should be aware that these documents may be revised either prior to contract award or shortly thereafter. Areas of change may include:

- Additional components in the ODE .NET framework

VENDOR SUBMISSION

Vendor Submission Requirements
Submitting vendors will provide a Vendor Quote on company letterhead for each proposed candidate that includes the applicable STS commodity category and hourly rate, discounted hourly rate if applicable, total hours, and total contract cost. The vendor's STS number and OAKS ID must also be included. The candidate's resume as well as the completed Pre-Interview Questionnaire must also be included in the vendor submission. **Please click on this link to access the complete set of RFQ opportunity documents.** Prospective vendors will be required to: A) read and understand Executive Order 2011-12K, B) complete the Standard Affirmation and Disclosure Form related to the Executive Order, and C) sign the Standard Terms and Conditions related to the Executive Order. **Note** - All information contained in a vendor proposal is considered public information unless disclosure is prohibited by state or federal law.

CONTACT INFORMATION

PROJECT CONTACTS			
Name	**Title/Organization**	**Location**	**Phone**
Marcus Roberto,	ODE Project Manager	25 S. Front St., Columbus, Ohio, 43215	614.995.3734

Submission Information:

Quotes must reference the RFQ number above and should be submitted:
Either by email to:

Name: Marcus Roberto

Email Address: marcus.roberto@ode.state.oh.us

Please also email a copy to:

Name: Amadu Sankoh, Agency Procurement Officer

Email Address: Amadu.sankoh@ode.state.oh.us

OR by Regular mail to:

Name: Marcus Roberto

Address: Ohio Department of Education
Office of Information Technology, Project Management
25 South Front Street, Mail Stop G
Columbus, Ohio 43215

Please also mail a copy to:
Amadu Sankoh, Agency Procurement Officer
25 South Front Street, Mail Stop G
Columbus, OH 43215

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Bidder/Offeror to sanctions, termination or a damages assessment up to 10% of the value of the contract. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

   _____ _____
   (Address) (City, State, Zip)

   Name/Principal location of business of subcontractor(s):

   _____ _____
   (Name) (Address, City, State, Zip)

   _____ _____
   (Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

   _____ _____
   (Address) (City, State, Zip)

   Name/Location where services will be performed by subcontractor(s):

(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)	(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by Sub-contractor(s):

(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)	(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD TERMS AND CONDITIONS

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

July 2011

I. EXECUTIVE ORDER REQUIREMENTS:

The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

II. TERMINATION, SANCTION, DAMAGES:

If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State is not obligated to pay and shall not pay for such services. If Contractor or any of its subcontractors perform any such services, Contractor shall immediately return to the State all funds paid for those services. The State may also recover from the Contractor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.

The State may, at any time after the breach, terminate the Contract, upon written notice to the Contractor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If the State determines that actual and direct damages are uncertain or difficult to ascertain, the State in its sole discretion may recover a payment of liquidated damages in the amount of 10 percent of the value of the Contract.

The State, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, the State may buy substitute services from a third party and recover from the Contractor any costs associated with acquiring those substitute services.

Notwithstanding the State permitting a period of time to cure the breach or the Contractor's cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract,

including but not limited to recovery of funds paid for services the Contractor performed outside of the United States, costs associated with corrective action, or liquidated damages.

III. **ASSIGNMENT / DELEGATION:**

The Contractor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

Acknowledgement:

I acknowledge that I have read through the terms and conditions above and understand that these terms and conditions are a part of the Contract with the State and incorporated into the same.

_____

Contractor