# NOTICE

This opportunity is being released to DBITS Contractors pre-qualified as a result of Open Market RFP #0A1147.

**ONLY Contractors pre-qualified in Category Three the Applications Development and Maintenance Transition Planning Category are eligible to submit proposal responses AND to submit inquiries. The State does not intend to respond to inquiries or to accept proposals submitted by organizations not pre-qualified in this Technology Category.**

An alphabetical listing of Contractors pre-qualified to participate in this opportunity follows:

| | |
|---|---|
| Accenture | MAXIMUS Human Services, Inc. |
| Advocate Consulting Group | McGladrey LLP |
| Advocate Solutions LLC | MGT of America, Inc. |
| Ardent Technologies | Navigator Management Partners LLC |
| CapTech Ventures | Peerless Technologies |
| Cardinal Solutions Group | Persistent Systems |
| Sedgwick Technology Solutions | Planet Technologies |
| CDI Corp | Prelude System |
| Centric Consulting LLC | Quantrum LLC |
| CGI Technologies and Solutions, Inc. | Quick Solutions |
| CMA Consulting Services | R. Dorsey & Company |
| Computer Aid, Inc. | Sense Corporation |
| Crowe Horwath LLP | Sogeti USA, LLC |
| Data Transfer Solutions | Sondhi Solutions |
| Data-Core Systems, Inc. | System Soft Technologies |
| enfoTech | Systems Technology Group, Inc. |
| Halcyon | TCC Software Solutions |
| HMB, Inc. | Team Ray Technologies, LLC |
| IBM | TEK Systems |
| IIT | Teranomic |
| Infojini | The Greentree Group |
| Information Control Company | Truven Health Analytics |
| JMT Technology Group | Unicon International. Inc. |
| Kunz, Leigh & Associates | Vertex |
| Lochbridge | Windsor Solutions |
| Mapsys Systems & Solutions | XLN Systems |

# NOTICE

This opportunity is being released to DBITS Contractors pre-qualified as a result of the MBE-Only RFP #0A1139.

**ONLY Contractors pre-qualified in Category Three the Applications Development and Maintenance Transition Planning Category are eligible to submit proposal responses AND to submit inquiries. The State does not intend to respond to inquiries or to accept proposals submitted by organizations not pre-qualified in this Technology Category.**

An alphabetical listing of Contractors pre-qualified to participate in this opportunity follows:

| | |
|---|---|
| Advocate Technical Services | Logic Soft, Inc. |
| American Business Solutions | Optimum Technology |
| Ardent Technologies Inc. | Proteam Solutions, Inc. |
| CDO Technologies, Inc. | Sophisticated Systems, Inc. |
| Cluster Software, Inc. | Srisys, Inc. |
| CompTech Computer Technologies | Stellar Innovations & Solutions, Inc. |
| Digitek Software, Inc. | Strategic System's Inc. |
| Diversified Systems, Inc. | TMH Solutions |
| Evanhoe & Associates | Unicon International, Inc. |
| | Vana Solutions |
| Flairsoft | Ventech Solutions, Inc. |
| Halcyon solutions, Inc. | Vertex |

# Statement of Work Solicitation

| State of Ohio<br>Ohio Department of Natural Resources<br>Fishing Tournament System Project<br>Project Statement of Work | DBITS Solicitation ID No. | Solicitation Release Date |
|---|---|---|
| | DBDNR-21-003-001 | 09-18-2020 |

**Section 1: Purpose**

The purpose of this Project Statement of Work (SOW) is to provide Ohio Department of Natural Resources with information technology services in Technology Category Three: Application Development and Maintenance Transition Planning, a qualified Contractor, herein after referred to as the “Contractor”, shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of work set forth in Section 3, *Scope of Work*.

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Timeline

| | |
|---|---|
| SOW Solicitation Release to Pre-Qualified Contractor: | 09-18-2020 |
| Inquiry Period Begins: | 09-18-2020 |
| Inquiry Period Ends: | 10-02-2020 |
| Proposal Response Due Date: | 10-09-2020 by 1pm EST |

**Section 2: Background Information**

2.2 Project Information

| | |
|---|---|
| Project Name | Fishing Tournament System Project |

| | |
|---|---|
| Project Background & Objective | The Ohio Department of Natural Resources (ODNR) is seeking the d evelopment of a web-based, mobile device-friendly, application that must serve as the primary platform by which Fishing Tournament Organizers must both schedule fishing tournaments and report tournament results. The scheduling component will replace the Daily Use Permit application at waters that are owned or controlled by ODNR (i.e. State Park lakes and public waters). The reporting component will replace an antiquated reporting application that is currently receiving limited use. A public interface must allow tournament anglers, non-tournament anglers and other recreational boaters to view the schedule of tournaments and tournament locations and must serve to minimize congestion at public boat ramps. Impacts have been shown to be most severe when heavy tournament fishing pressure occurs at small reservoirs, which characterizes a vast majority of Ohio reservoirs. To effectively manage sportfish populations, fisheries managers need information about the total fishing tournament related effort directed at each fishery, the distribution of that effort throughout the year, and the numbers and sizes of fish that tournament anglers are catching. However, the current reporting application is insufficient to collect the information that is needed to understand the potential effects that tournaments may have on Ohio fisheries.<br><br>The current paper application process used by Parks and Watercraft for daily use permitting is inefficient. Paper applications are submitted to the various Park Managers and no formal record of these permits is kept. In addition, the criteria for approval of daily use permits for tournaments has been inconsistent among Park Managers, causing confusion and consternation among constituents. A centralized electronic submission and approval process is needed.<br><br>Tournaments are often held on weekend days, which are the most popular boating and fishing days throughout the state. Fishing tournaments often involve a large number of boats launching and loading at the same ramp (typically the most popular ramp) at the same time, which can cause congestion / conflict with non-tournament anglers. Currently the general public has no way to access information on fishing tournament locations or schedules. The new system must include an InnovateOhio Platform (IOP)-compliant login/user schema with varying permission levels and in-app administration modules for Wildlife and Tournament Directors. |
| Expected Project Duration | The project must be completed by December 31, 2020. |

2.3 Project Schedule

| **Date** | **Task** |
|---|---|
| Within 10 days of Award | Kickoff meeting to discuss project task schedule and deliverables |
| Contractor-supplied date | Completion of User Interface |
| Contractor-supplied date | Implementation and Production verification |
| Contractor-supplied date | Competition of Output Documentation, System Documentation, and Knowledge Transfer |
| Contractor-supplied date | Completion of the Application |

| Date | Task |
|---|---|
| For 120 days after production deployment | Technical support period |

2.4 Project Milestones

| Date | Milestone |
|---|---|
| Within 10 days of Award | Project Kickoff meeting to discuss project task schedule and deliverables |
| Contractor-supplied date | Project Plan Submitted review and acceptance. |
| Contractor-supplied date | Complete System Testing |
| Contractor-supplied date | Completion of user acceptance testing |
| Contractor-supplied date | Production Implementation |
| Contractor-supplied date | Project Completion |

2.5 Contractor's Work Effort Requirement

The Contractor is expected to perform most of the work using its own employees. The Contractor must submit a request, in writing, with ample notice, for approval prior to the use of any subcontractors. The Contractor is expected to supply, at minimum, 50% of the work for this project.

## Section 3: Scope of Work

3.1 Description of Scope of Work

Tournament pressure is a largely unknown component of Ohio fisheries. Even though many tournaments release the fish after th e tournament weigh-ins are completed, mortality of fish from tournament activities can impact populations. Impacts have been shown to be most severe when heavy tournament fishing pressure occurs at small reservoirs, which characterizes a vast majority of Ohio reservoirs. Therefore, to effectively manage sportfish populations, fisheries managers need information about the total fish ing tournament related effort directed at each fishery, the distribution of that effort throughout the year, and the numbers and sizes of fish that tournament anglers are catching. The purpose of the Fishing Tournament Application is to 1) obtain relevant tournament-related information and 2) to streamline the scheduling of fishing tournaments and the reporting of results for fishing tournaments h eld on public waters in Ohio. Public waters are either 1) waters owned by the state of Ohio, or 2) waters owned by another entity that provide free public fishing through an agreement with the Division of Wildlife.

The application needs to be both desktop and mobile device friendly.

Project Objectives

The primary objectives of the project are to:

1) Develop a web interface and application(s) for the Fishing Tournament System.
2) Develop a SQL Server 2016 database.
3) Transfer the source code and database/application documentation to ODNR-OIT.

System Technical Specifications

1) Microsoft SQL Server 2016 must be the database used for the system.
2) The system must utilize .NET and/or JavaScript for the web pages.
3) ESRI must be used for GIS requirements. Web Services must be utilized to pass GIS information to the system from the ODNR GIS environment.
4) The web application and SQL Server database must be implemented and maintained on State of Ohio servers.
5) InnovateOhio Platform (IOP) Considerations

   a. *The solution must follow either NIST standards for federated identity management, and be capable of consuming OpenId Connect protocol, or Security Access Markup Language (SAML) 2.0 identity assertions or be capable of consuming HTTP header identity assertions and leveraging it for SSO (Single Sign-On). HTTP header-based identity assertions integration patterns include, but are not limited to, Trust Association Interceptor and Lightweight Third-Party Authentication;*
   b. *The solution must be capable of delegating user registration, to the State's Enterprise Identity Management (EIDM) system; OH|ID and OH|ID Workforce. If the future solution has a local user repository, it must offer a published web services-based API to allow State's EIDM system to manage users in its local repository. The solution's web services-based API must include capability to add, modify, remove, suspend and restore users in its local repository;*
   c. *The solution must support identity assurance levels 3 and 4 based on NIST 800-63-2 standards and be capable of supporting the emerging NIST 800-63-3 standard. The future solution must be capable of specifying criteria in the solution that must trigger Identity Proofing and Two Factor Authentication (2FA), so that it can be configured in the State's Enterprise Identity Management (EIDM) OH|ID system. The future solution must also be capable of consuming Identity Proofing and 2FA services that are offered by State as NIST 800-63 Levels 2 and 3 compliant services;*
   d. *The solution's user interfaces must follow State of Ohio enterprise digital Style Guide framework for user interface design (see: http://ux.ohio.gov);*
   e. *The solution's User Interface must be capable of integrating with State's Portal platform based on IBM Digital Experience (DX) product stack;*
   f. *The solution must have logging that can integrate with the State's Security Information and Event Management (SIEM) framework, to support report generation and alerting of State Security personnel both directly and via the State's SIEM framework;*
   g. *The solution must provide support for a minimum of 256-bit TLS encryption for transport and must be configured to communicate using TLS/ SSL or other appropriate forms of encryption;*
   h. *The solution must be configurable to transmit transactional data to the State's Fraud Detection framework and be configurable to accept input from it as part of its transaction workflow; and*
   i. *The solution must follow NIST 800-53 control standards for secure access to data and systems.*

***<u>Fishing Tournament levels of access</u>***

*The Fishing Tournament Application must have 4 levels of user access.*

1. *General public access*
   a. *Does not require an account / login*
   b. *Must be available to everyone to obtain basic information about the tournaments that are scheduled at a particular lake and / or during a particular time period.*
   c. *See Attachment A (1) for Public Interface sample*
2. *Tournament organizer access*
   d. *Requires the creation of an account and a successful login to access these features.*
   e. *This level of access allows a tournament organizer to:*

**Section 3: Scope of Work**

*i. Edit their profile information*

*ii. Schedule new tournaments and view previously scheduled tournaments*

*iii. Report tournament results and view previous tournament results*

*iv. View the contact information for other tournament organizers*

*a. See Attachment A (2) for Tournament Director Interface sample*

*3. ODNR employees*

*a. For select DOP&W / DOW employees that need access to the data in the system (i.e. scheduled tournaments and results)*

*b. This level allows the user to VIEW and/or EXPORT (but not alter) the data*

*c. See Attachment A (3) for ODNR Interface sample*

*4. ODNR Gatekeeper*

*This level of access must only be granted to 1 or 2 employees that act as the gatekeepers of the information in the system.*

*This level allows the user to VIEW, EXPORT, and ALTER the data entered in the system*

*Corrections must be submitted through the gatekeepers*

***<u>Tournament Director tasks within the application</u>***

*Within the Fishing Tournament Application, the process must require each tournament director to create an account in the system, schedule each tournament, and report the results of each tournament. Each of these steps will require a separate form for entry of the specific data associated with each step.*

*1) Tournament Director User profile form*

*The Contractor must create an IOP account if they do not have an existing one.*

*a. Username and password*

*i. A username / password recovery feature is absolutely necessary. The password recovery must be handled thru IOP.*

*b. Division of Wildlife Customer ID*

*ii. Found on fishing license*

*c. Affiliation (Club, tournament trail, etc …)*

*d. First and last name*

*e. Phone number*

*f. Email address*

*2) Tournament scheduling form*

*a. Tournament ID number*

*i. Unique identification number assigned by the system every time a tournament is submitted*

*b. Waterbody*

*i. Name of the waterbody the tournament is being held at (Lake Erie, Ohio River, Pleasant Hill Reservoir, etc …)*

**Section 3: Scope of Work**

3) *The tournament organizer must be notified that additional daily use permits may need to be acquired for "Agreement lakes"*

c. *Access point*

i. *The access points must be provided via a web service*

ii. *Possible to point and click on the access from a map of the waterbody?*

d. *Tournament name / title*

e. *Species targeted*

i. *This needs to be a dropdown list*

f. *Date of tournament*

i. *Can be scheduled up to 1 year in advance*

ii. *A tournament can only be cancelled prior to the start date*

g. *Start time*

h. *End Time*

i. *Number of boats expected*

j. *Special regulations for the tournament*

k. *Open to the public*

i. *"Yes / No" dropdown*

4) *Tournament reporting*

a. *The Metadata displayed on the reporting form must be linked to the tournament registration*

b. *Tournament ID number (ODNR may not need to display this)*

c. *Waterbody Name*

d. *Access point*

e. *Tournament name / title*

f. *Date of tournament*

g. *Species targeted*

- *Number of boats*
- *Number of anglers*
- *Start time*
- *Duration of tournament (hours)*
- *Total weight of all fish caught*
- *Winning weight*
- *Species*

i. *Dropdown list*

ii. *ODNR must be able to enter catch information multiple species for each tournament.*

iii. *Total number of this species that was weighed*

iv. *weight of largest fish of this species*

## Section 3: Scope of Work

***Notifications***

*The intent of this system is to streamline the process for tournament scheduling and reporting. For State-owned lakes, this system must replace the paper application that was previously required for obtaining a "daily use permit" for these events; making this process entirely electronic. For agreement lakes, this system must provide tournament directors with the contact information for the owners of those waters to determine if an additional permit is required. When each step of the process is completed, notifications must be emailed to the people associated with each step of the process for a particular waterbody. These email notifications are outlined in the table below.*

| *Email Notifications sent when:* | *ODNR Gatekeeper* | *Tournament Director* | *Park Manager* | *Fishery Manager* |
|---|---|---|---|---|
| *New user account is created* | *X* | | | |
| *User account is "approved"* | | *X* | | |
| *Tournament is scheduled* | *X* | | *X* | *X* |
| *Tournament is "approved"* | *X* | *X* | | |
| *Tournament is completed: reporting reminder* | | *X* | | |
| *Tournament results are submitted* | *X* | *X* | | *X* |
| *Tournament results not submitted after 30 days* | | *X* | | |

*Supporting data needed*

1) *Waterbodies and associated access points and associated features*
2) *Species dropdown lists for "Tournament Target" and "Species Caught" fields*
3) *Contact list for email notifications for each lake.*
4) *For Agreement Lakes: Contact information and links to associated information on their websites*

### 3.2 Assumptions and Constraints

*Describe applicable assumptions and constraints on the project scope, schedule, resources, or budget.*

| | |
|---|---|
| Assumptions | • *The Contractor/Subcontractor has successfully developed a web database application that interfaces with web services providing ESRI GIS information;*<br>• *The Contractor/Subcontractor has successfully developed web database applications for either a State agency and/or a government agency and/or a company of similar size (~50 employees, $4 million annual budget);*<br>• *The Contractor/Subcontractor is familiar with and capable of implementing the standards, design principles, and protocols required to make the product fully IOP-compliant;*<br>• *The Contractor/Subcontractor must work with the Wildlife and ODNR-OIT to install the developed databases and web applications at the ODNR-OIT's preferred location;*<br>• *All documentation of the database migrations and web applications development must be shared with the Wildlife and ODNR-OIT upon completion of the project;*<br>• *The Contractor/Subcontractor must provide Application Development and Maintenance Transition Planning; and*<br>• *The Contractor/Subcontractor must follow the Software Development Life Cycle (SDLC) and include deliverables such as: business requirement specifications, software architecture document, complete code, system test cases, deployment plan, communication plan, risk/issue list and plan, iteration plan, user manual, and closeout*. |
| Constraints | • *The Contractor's travel, developmental software licensing, and other incidental expenses are the responsibility of the Contractor and must not be billed back to the State; and*<br>• *All meetings, requests, responses, and general communication made by the State and ODNR-OIT must occur during regular business hours, Monday through Friday. Communication and requests made to the State or ODNR-OIT after these hours must be answered the following business day.* |

3.3 Detailed Description of Deliverables

- Deliverables must be provided on the dates specified. Any changes to the delivery date must have prior approval (in writing) by the Agency contract manager or designate.
- All deliverables must be submitted in a format approved by the Agency's contract manager.
- All deliverables must have acceptance criteria established and a time period for testing or acceptance.
- If the deliverable cannot be provided within the scheduled time frame, the Contractor is required to contact the Agency contract manager in writing with a reason for the delay and the proposed revised schedule. The request for a revised schedule must include the impact on related tasks and the overall project.
- A request for a revised schedule must be reviewed and approved by the Agency contract manager before placed in effect.
- The Agency will complete a review of each submitted deliverable within specified working days of the date of receipt. *[specify minimum number of working days for Agency deliverable review and/or agency testing activities]*
- A kickoff meeting will be held at a location and time selected by the Agency where the Contractor and its staff will be introduced to the Agency.

| **Deliverable** | **Due Date (If applicable)** | **Payment Eligible? Yes/No** | **Acceptance Criteria** |
|---|---|---|---|
| 1. Detailed Project Plan & Schedule | TBD/ updated throughout project | Yes | Provide detailed project plan/schedule to complete SOW<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |

| Deliverable | Due Date (If applicable) | Payment Eligible? Yes/No | Acceptance Criteria |
|---|---|---|---|
| 2. Weekly Status Reports | Tuesday of each week by 4:00 PM, starting second week after award | No | Provide weekly report of activities for the current week and plans for the next |
| 3. Detailed Web Applications Requirements Document | TBD | Yes | Provide a detailed requirements document for all modules and web applications to ensure all functionality has been included<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 4. Detailed Wireframes | TBD | Yes | Provide detailed mock ups/designs of screens for web applications<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 5. Software Architecture Diagram | TBD | Yes | Provide a diagram of the architecture of the web applications<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 6. Built Elements via Bi-weekly Sprints | During bi-weekly sprint reviews, starting day 90 | No | Demonstrate developed working code during bi-weekly sprint reviews |
| 7. Designed Database Completed | TBD | Yes | Provide test environment access to Fishing Tournament database<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 8. Web Applications | TBD | Yes | Provide test environment build of Fishing Tournament web application and frontpages<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |

| Deliverable | Due Date (If applicable) | Payment Eligible? Yes/No | Acceptance Criteria |
|---|---|---|---|
| 9. Completion of System Testing | TBD | Yes | Provide documented results of system testing including bugs and resolutions<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 10. Completion of User Acceptance Testing | TBD | Yes | Provide documented results of UAT testing including bugs and resolutions<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 11. Deployment Plan | TBD | No | Provide a detailed deployment plan |
| 12. Production Deployment | TBD | Yes | Lead and supervise technical deployment<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |
| 13. Knowledge Transfer | TBD | No | The Contractor, in consultation with DOW, at a mutually agreeable time (generally coincident with implementation) must design and deliver targeted knowledge transfer sessions to be delivered to DOW and DNR-IT personnel sufficient for the State workers to perform the following tasks: Simple Configuration Updates; Moderate Configuration Updates; System Administration activities.<br>Provide detail systems documentation that contains documentation for the Fishing Tournament application<br>Documentation must include:<br>Source files, including but not limited to:<br>○ Details on all interface functions and files<br>○ Dependency matrixes<br>○ System functional diagrams |

| Deliverable | Due Date (If applicable) | Payment Eligible? Yes/No | Acceptance Criteria |
|---|---|---|---|
| | | | <ul><li>Data records/table and attribute documentation (data dictionary)</li><li>Logical and physical application design diagrams</li><li>Technical architecture diagrams and</li><li>Deployment process documentation</li></ul> |
| 14. One-hundred and twenty (120) Days of Technical Support after Production Deployment. | 120 days after Production Deployment | Yes 10% Holdback | Provide all remaining and updated documentation<br>Approval from Wildlife Project Manager and/or Wildlife Project Sponsor |

3.5 Roles and Responsibilities

| Project or Management Activity/Responsibility Description | Contractor | Agency |
|---|---|---|
| Project Schedule and Deliverables | X | |
| Coordinating state contacts, stakeholders, and related support | | X |
| | | |

3.6 Restrictions on Data Location and Work

- The Contractor must perform all Work specified in the SOW Solicitation and keep all State data within the United States, and the State may reject any SOW Response that proposes to do any work or make State data available outside the United States.
- The Contractor must comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code Section 125.111 and all related Executive Orders.

3.7 Resource Requirements

- Wildlife, ODNR-OIT, and DAS will provide limited access to the servers or testing environment necessary to conduct the work and as needed to complete the project; and
- Having either a headquarters or an office in Ohio is a plus but is not a mandatory requirement of this solicitation.

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## Section 4: Deliverables Management

4.1 Submission/Format

| PM Artifact/Project Work Product | Submission | Format |
|---|---|---|
| Project Plan tasks and Gantt chart | Via email and within 10 business days of project start | Microsoft Project compatible format or printed copies |
| All project documents are to be delivered electronically | Via email and as required | Microsoft Office compatible format |
| | | |

4.2 Reports and Meetings

- The Contractor is required to provide the Agency contract manager with *weekly* written progress reports of this project. These are due to the Agency contract manager by the close of business on *Tuesday* each week throughout the life of the project.
- The progress reports shall cover all work performed and completed during the week for which the progress report is provided and shall present the work to be performed during the subsequent week.
- The progress report shall identify any problems encountered or still outstanding with an explanation of the cause and resolution of the problem or how the problem will be resolved.

- The Contractor will be responsible for conducting weekly status meetings with the Agency contract manager. The meetings will be held on *Tuesday* at a time and place so designated by the Agency contract manager – unless revised by the Agency contract manager. The meetings can be in person or over the phone at the discretion of the Agency contract manager.

4.3 Period of Performance

*The project must be completed by December 31, 2020. Performance is based on the acceptance of each deliverable.*

4.4 Performance Expectations

*This section sets forth the performance specifications for the Service Level Agreements (SLA) to be established between the Contractor and State. Most individual service levels are linked to "Fee at Risk" due to the State to incent Contractor performance.*

*The Service Levels contained herein are Service Levels this SOW Solicitation. Both the State and the Contractor recognize and agree that Service Levels and performance specifications may be added or adjusted by mutual agreement during the term of the Contract as business, organizational objectives and technological changes permit or require.*

*The Contractor agrees that 10% of the not to exceed fixed price for the SOW will be at risk ("Fee at Risk"). The Fee at Risk will be calculated as follows:*

| | | | | |
|---|---|---|---|---|
| ***Total Not to Exceed Fixed Price (NTEFP) of the SOW*** | ***x*** | ***10 %*** | **=** | ***Total Fee at Risk for the SOW*** |

*Furthermore, in order to apply the Fee at Risk, the following monthly calculation will be used:*

| | | |
|---|---|---|
| ***Monthly Fee at Risk*** | **=** | ***Total Fee at Risk for the SOW*** / ***Term of the SOW in months*** |

*The Contractor will be assessed for each SLA failure and the "Performance Credit" shall not exceed the monthly Fee at Risk for that period. The Performance Credit is the amount due to the State for the failure of SLAs. For SLAs measured on a quarterly basis, the monthly fee at risk applies and is cumulative.*

*On a quarterly basis, there will be a "true-up" at which time the total amount of the Performance Credit will be calculated (the "Net Amount"), and such Net Amount may be off set against any fees owed by the State to the Contractor, unless the State requests a payment in the amount of the Performance Credit.*

*The Contractor will not be liable for any failed SLA caused by circumstances beyond its control, and that could not be avoided or mitigated through the exercise of prudence and ordinary care, provided that the Contractor promptly, notifies the State in writing and takes all steps necessary to minimize the effect of such circumstances and resumes its performance of the Services in accordance with the SLAs as soon as reasonably possible.*

*To further clarify, the Performance Credits available to the State will not constitute the State's exclusive remedy to resolving issues related to the Contractor's performance. In addition, if the Contractor fails multiple service levels during a reporting period or demonstrates a pattern of failing a specific service level throughout the SOW, then the Contractor may be required, at the State's discretion, to implement a State-approved corrective action plan to address the failed performance.*

*SLAs will commence when the SOW is initiated.*

***Monthly Service Level Report.*** *On a monthly basis, the Contractor must provide a written report (the "Monthly Service Level Report") to the State which includes the following information:*

- *Identification and description of each failed SLA caused by circumstances beyond the Contractor's control and that could not be avoided or mitigated through the exercise of prudence and ordinary care during the applicable month;*
- *the Contractor's quantitative performance for each SLA;*
- *the amount of any monthly performance credit for each SLA;*

| |
|---|
| ▪ *the year-to-date total performance credit balance for each SLA and all the SLAs;*<br>▪ *upon state request, a "Root-Cause Analysis" and corrective action plan with respect to any SLA where the Individual SLA was failed during the preceding month; and*<br>▪ *trend or statistical analysis with respect to each SLA as requested by the State.*<br>*The Monthly Service Level Report will be due no later than the tenth (10th) day of the following month.* |

| SLA Name | Performance Evaluated | Non-Conformance Remedy | Frequency of Measurement |
|---|---|---|---|
| **Delivery Date Service Level** | The **Delivery Date Service Level** will measure the percentage of SOW tasks, activities, deliverables, milestones and events assigned specific completion dates in the applicable SOW and/or SOW project plan that are achieved on time. The State and the Contractor will agree to a project plan at the commencement of the SOW and the Contractor will maintain the project plan as agreed to throughout the life of the SOW. The parties may agree to re-baseline the project plan throughout the life of the SOW. Due to the overlapping nature of tasks, activities, deliverables, milestones and events a measurement period of one calendar month will be established to serve as the basis for the measurement window. The Contractor will count all tasks, activities, deliverables, milestones and events to be completed during the measurement window and their corresponding delivery dates in the applicable SOW and/or SOW project plan. This service level will commence upon SOW initiation and will prevail until SOW completion.<br><br>**Compliance with delivery date is expected to be greater than 85%**<br><br>This SLA is calculated as follows: "% Compliance with delivery dates" equals "(Total dates in period – Total dates missed)" divided by "Total dates in period". | Fee at Risk | Monthly |
| **Deliverable Acceptance Service Level** | The **Deliverable Acceptance Service Level** will measure the State's ability to accept Contractor deliverables based on submitted quality and in keeping with defined and approved content and criteria for Contractor deliverables in accordance with the terms of the Contract and the applicable SOW. The Contractor must provide deliverables to the State in keeping with agreed levels of completeness, content quality, content topic coverage and otherwise achieve the agreed purpose of the deliverable between the State and the Contractor in accordance with the Contract and the applicable SOW. Upon mutual agreement, the service level will be calculated / measured in the period due, not in the period submitted. Consideration will be given to deliverables submitted that span multiple measurement periods. The measurement period is a quarter of a year. The first quarterly measurement period will commence on the first day of the first full calendar month of the Contract, and successive quarterly measurement period will run continuously thereafter until the expiration of the applicable SOW. | Fee at Risk | Monthly |

| | | | |
|---|---|---|---|
| | **Compliance with deliverable acceptance is expected to be greater than 85%**<br>This SLA is calculated as follows: "% Deliverable Acceptance" equals "# Deliverables accepted during period" divided by "# Deliverables submitted for review/acceptance by the State during the period". | | |
| **Scheduled Reports Service Level** | The **Scheduled Reports Service Level** will measure the receipt of Reports within SLA schedule or other established time frames.<br>This SLA is calculated as follows: "Scheduled Reporting Performance" equals "(Total Number of Reports Required – Total Reports Missed/Missing)" divided by "Total Number of Reports Required". | Fee at Risk | Monthly |
| **System Test Execution Exit Quality Rate** | The **System Test Execution Exit Quality Rate** will, prior to UAT, be determined using the results of Contractor generated pre-test strategy, executed testing cases including functionality, performance, integration, interfaces, operational suitability and other test coverage items comprising a thorough Contractor executed system testing effort. Regression Testing must be performed as necessary. "System Test Execution Exit Quality Rate" means the inventory of all test cases performed in conjunction with Contractor system testing, or testing otherwise preceding the State's User Acceptance Testing efforts, presentation of resultant test performance inclusive of identified errors or issues (by priority), impact areas and overall testing results to the State otherwise referred to as "Testing Results".<br>This Service Level begins upon Contractor presentation of the aforementioned Testing Results to the State prior to the State conducting UAT. The service level shown for this SLA will be 90.0%, exclusive of Critical and High defects (which must be resolved prior to presentation to the State) and will be validated during an initial measurement period. The initial and subsequent measurement periods will be as mutually agreed by the Parties. Following the initial measurement period, and as a result of any production use the Service Level will be adjusted to 95%.<br>**Compliance with the System Test Execution Exit Quality Rate is expected to be greater than or equal to 90% prior to UAT and greater than or equal to 95% in production**<br>This SLA is calculated as follows: "System Test Quality/Exit Rate" equals "Total Test Cases Passing Contractor System Test Efforts" divided by "Total Executed during System Testing Effort". | Fee at Risk | Monthly |
| **Mean Time to Repair/Resolve Critical Service Level** | The **Mean Time to Repair/Resolve Critical Service Level** will be calculated by determining time (stated in hours and minutes) representing the statistical mean for all in-scope Critical Defect service requests in the Contract Month. "Time to Repair" is measured from time a Defect is received by the Contractor to point in time when the Defect is resolved by the Contractor and the Contractor submits the repair to the | Fee at Risk | Monthly |

| | | | |
|---|---|---|---|
| | State for confirmation of resolution. "Critical Defect Service Request" affects critical functionality or critical data. No work-around exists.<br>* In lieu of any specifically stated SLA determined by the project sponsor, the default requirement shall apply.<br>**Mean Time to Repair/Resolve pre-implementation Critical Defects is expected to be less than or equal to 24 hours***<br>**Mean Time to Repair/Resolve post-implementation Critical Defects is expected to be less than or equal to 24 hours**<br>This SLA is calculated as follows: "Mean Time to Repair/Resolve (Critical Defects)"" equals "Total elapsed time it takes to repair Critical Defect Service Requests" divided by "Total Critical Defect Service Requests". | | |
| **Mean Time to Repair/Resolve High Service Level** | The **Mean Time to Repair/Resolve High Service Level** will be calculated by determining time (stated in hours and minutes) representing the statistical mean for all in-scope High Defect service requests in the Contract Month. "Time to Repair" is measured from time a Defect is received by the Contractor to point in time when the Defect is resolved by the Contractor and the Contractor submits the repair to the State for confirmation of resolution. "High Defect Service Request" affects critical functionality, but there is a temporary work-around however it is difficult to implement.<br>**Mean Time to Repair/Resolve pre-implementation High Defects is expected to be less than or equal to 72 hours**<br>**Mean Time to Repair/Resolve post-implementation High Defects is expected to be less than or equal to 72 hours**<br>This SLA is calculated as follows: "Mean Time to Repair/Resolve (High Defects)"" equals "Total elapsed time it takes to repair High Defect Service Requests" divided by "Total High Defect Service Requests". | Fee at Risk | Monthly |
| **Mean Time to Repair Medium Service Level** | The **Mean Time to Repair Medium Service Level** will be calculated by determining time (stated in hours and minutes) representing the statistical mean for all in-scope Medium Defect service requests in the Contract Month. "Time to Repair" is measured from time a Defect is received by the Contractor to point in time when the Defect is resolved by the Contractor and the Contractor submits the repair to the State for confirmation of resolution. "Medium Defect Service Request" affects minor functionality or non-critical data. There is an easy, temporary work-around.<br>**Mean Time to Repair/Resolve pre-implementation Medium Defects is expected to be less than or equal to 7 calendar days**<br>**Mean Time to Repair/Resolve post-implementation Medium Defects is expected to be less than or equal to 7 calendar days**<br>This SLA is calculated as follows: "Mean Time to Repair/Resolve (Medium Defects)"" equals "Total elapsed time it takes to repair medium | Fee at Risk | Monthly |

| | | | |
|---|---|---|---|
| | Defect Service Requests" divided by "Total Medium Defect Service Requests". | | |

4.5 State Staffing Plan

| Staff/Stakeholder Name | Project Role | Percent Allocated |
|---|---|---|
| Richard Zweifel | Inland Fisheries Program Administrator | As needed |
| Scott Hale | Fisheries Executive Administrator | As needed |
| OIT Project Manager | Project Manager | 25% or as needed |
| Joe Wells (GIMS Database Administrator) | Project Manager | As needed |

## Section 5: SOW Response Submission Requirements

5.1 Response Format, Content Requirements

An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered.

Each Proposal must contain the following:

- Cover Letter
- Pre-Qualified Contractor Experience Requirements
- Subcontractors Documentation
- Assumptions
- Payment Address
- Staffing plan, personnel resumes, time commitment, organizational chart
- Contingency Plan
- Project Plan
- Project Schedule (WBS using MS Project or compatible)
- Communication Plan
- Risk Management Plan
- Quality Management Plan
- Fee Structure including Estimated Work Effort for each Task/Deliverable
- Rate Card
- Supplement 1 Response - State IT Policy, Standard and Service Requirements
- Supplement 2 Response - State Information Security and Privacy Requirements State Data Handling Requirements

Include the following:

1. Cover Letter:

   a. Must be in the form of a standard business letter;

   b. Must be signed by an individual authorized to legally bind the Pre-Qualified Contractor;

   c. Must include a statement regarding the Pre-Qualified Contractor's legal structure (e.g. an Ohio corporation), Federal tax identification number, and principal place of business; please list any Ohio locations or branches;

d. Must include a list of the people who prepared the Proposal, including their titles; and

e. Must include the name, address, e-mail, phone number, and fax number of a contact person who has the authority to answer questions regarding the Proposal.

2. Pre-Qualified Contractors Experience Requirements

a. Each proposal must include a brief executive summary of the services the Pre-Qualified Contractor proposes to provide and one representative sample of previously completed projects as it relates to this proposal (e.g. detailed requirements documents, analysis);

b. Each proposal must describe the Pre-Qualified Contractor's experience, capability, and capacity to provide Application Development and Maintenance Transition Planning and optional Solicitation Assistance. Provide specific detailed information demonstrating experience similar in nature to the type of work described in this SOW for each of the resources identified in Section 5.2.

2. Subcontractor Documentation:

a. For each proposed Subcontractor, the Contractor must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:

i. The Subcontractor's legal status, federal tax identification number, D-U-N-S number if applicable, and principal place of business address;

ii. The name, phone number, fax number, email address, and mailing address of a person who is authorized to legally bind the Subcontractor to contractual obligations;

iii. A description of the work the Subcontractor will do and one representative sample of previously completed projects as it relates to this SOW (e.g. detailed requirements document, analysis, statement of work;

iv. Must describe the Subcontractor's experience, capability, and capacity to provide Information Technology Assessment, Planning, and Solicitation Assistance. Provide specific detailed information demonstrating experience similar in nature to the type of work described in this SOW from each of the resources identified in Section 5.2;

v. A commitment to do the work if the Contractor is selected; and

vi. A statement that the Subcontractor has read and understood the RFP and will comply with the requirements of the RFP.

3. Assumptions: The Pre-Qualified Contractor must list all assumptions the Pre-Qualified Contractor made in preparing the Proposal. If any assumption is unacceptable to the State, the State may at its sole discretion request that the Pre-Qualified Contractor remove the assumption or choose to reject the Proposal. No assumptions may be included regarding the outcomes of negotiation, terms and conditions, or requirements. Assumptions should be provided as part of the Pre-Qualified Contractor response as a stand-alone response section that is inclusive of all assumptions with referen ce(s) to the section(s) of the RFP that the assumption is applicable to. The Pre-Qualified Contractor should not include assumptions elsewhere in their response.

4. Payment Address: The Pre-Qualified Contractor must give the address to which the State should send payments under the Contract.

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5.2 Staffing plan, personnel resumes, time commitment, organizational chart

*Identify Contractor and sub-contractor staff and time commitment. Identify hourly rates for personnel, as applicable.*

*Include Contractor and sub-contractor resumes for each resource identified and organizational chart for entire team.*

| Contractor Name | Role | Contractor or Sub-contractor? | No. Hours | Hourly Rate |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

5.3 Contingency Plan

*Identify and provide a Contingency Plan should the Contractor and Subcontractor staff fail to meet the Project Schedule, Project Milestones or fail to complete the deliverables according to schedule. Include alternative strategies to be used to ensure project success if specified risk events occur.*

5.4 Project Plan

*Identify and describe the plan to produce effective documents and complete the deliverable requirements. Describe the primary tasks, how long each task will take, and when each task will be completed in order to meet the final deadline.*

5.5 Project Schedule (WBS using MS Project or compatible)

*Describe the Project Schedule including planning, planned vs. actuals for monitoring performance, including milestones, and detailed tasks. Using MS Project create a deliverable-oriented grouping of project elements that organizes and defines the total work scope of the project with each descending level representing an increasingly detailed definition of the project work.*

5.6 Communication Plan

*Describe the format and method for weekly updates on project status and escalation procedures that ODNR will take if contract deliverables are not being met.*

5.7 Risk Management Plan

*Describe the Risk Management Plan requirements including the risk factors, associated risks, and assessment of the likelihood of occurrence and the consequences for each risk. Describe your plan for mitigating selected risks and plan for keeping people informed about those risks throughout the project.*

5.8 Quality Management Plan

*Describe your quality policies, procedures, and standards relevant to the project for both project deliverables and project processes. Define who is responsible for the quality of the delivered project artifacts and deliverables.*

5.9 Supplement 1 Response – State IT Policy, Standard and Service Requirements

*The Contractor must include a fully completed Supplement 1 as part of their proposal. The Contractor must follow the completion instructions contained in the supplement when preparing their response.*

5.10 Supplement 2 Response – State Information Security and Privacy Requirements, State Data Handling Requirements

*The Contractor must include a fully completed Supplement 2 as part of their proposal. The Contractor must follow the completion instructions contained in the supplement when preparing their response.*

5.11 Fee Structure including Estimated Work Effort for each Deliverable

*The State will holdback 10% of each deliverable. This holdback will be released at the end of the successful 120-day technical support period after deployment, as defined by the Division of Wildlife.*

*Payment will be scheduled upon approval and acceptance of each Deliverable and Supplement 1 and Supplement 2 by ODNR within the usual payment terms of the State.*

| Deliverable Name | Total Estimated Work Effort (Hours) | Not-to-Exceed Fixed Price for Deliverable |
|---|---|---|
| Detailed Project Plan & Schedule | | $ |
| Weekly Status Reports | | N/A |
| Detailed Web Applications Requirements Document | | |
| Detailed Wireframes | | |
| Software Architecture Diagram | | |
| Built Elements via Bi-weekly Sprints | | N/A |
| Designed Database Completed | | |
| Web Applications | | |
| Completion of System Testing | | |
| Completion of User Acceptance Testing | | |
| Deployment Plan | | N/A |
| Production Deployment | | |
| Knowledge Transfer | | N/A |
| One-hundred and twenty (120) Days of Technical Support after Production Deployment. | | N/A<br>(10% holdback) |
| | | |
| | | |
| | **Total Cost for all Deliverables** | |

5.12 Rate Card

*The primary purpose of obtaining this Rate Card information is to establish baseline hourly rates in the event that change orders are necessary. The DBITS contract is not intended to be used for hourly based time and materials work. (NOTE – Section 5.2 collects rate information for named resources)*

## Section 6: SOW Evaluation Criteria

*Mandatory Requirements: Accept/Reject*

- *Prequalified DBITS Contractor – Category Three*

| **Mandatory Requirements:** | | | | | |
|---|---|---|---|---|---|
| The Contractor/Subcontractor must have completed a web application utilizing ESRI mapping and web services on at least three (3) projects within the past sixty (60) months. | **REJECT** | | | **ACCEPT** | |
| **Scored Requirements** | | | | | |
| **Requirement** | **Weight** | **Does Not Meet** | **Partially Meets** | **Meets** | **Exceeds** |
| Contractor/Subcontractor must demonstrate experience developing a mobile friendly web application. | 7 | 0 | 2 | 5 | 7 |
| Contractor/Subcontractor must demonstrate experience developing data-driven web applications. | 7 | 0 | 2 | 5 | 7 |
| Contractor/Subcontractor must demonstrate experience in GIS applications and spatial data integration. | 7 | 0 | 2 | 5 | 7 |
| Contractor/Subcontractor must demonstrate experience in SQL Server database development or administration. | 7 | 0 | 2 | 5 | 7 |
| Contractor/Subcontractor must demonstrate experience in InnovateOhio Platform (IOP) SSO (Single Sign-On). | 7 | 0 | 2 | 5 | 7 |
| The proposed Staffing Plan must detail the knowledge, skills and subject matter expertise to address staffing requirements (Staffing Plan, Personnel Resumes, Time Commitment, Organizational Chart). | 5 | 0 | 2 | 5 | 7 |
| The proposed Project Plan must detail all aspects of Section 3: Scope of Work. | 7 | 0 | 2 | 5 | 7 |
| The proposed Project Plan must detail project scope, approach, and consideration of timeline to address requirements of Section 5: Project Plan: 8. Project Schedule. | 3 | 0 | 2 | 5 | 7 |

*Price Performance Formula. The evaluation team will rate the Proposals that meet the Mandatory Requirements based on the following criteria and respective weights.*

| *Criteria* | *Percentage* |
|---|---|
| *Technical Proposal* | *70%* |
| *Cost Summary* | *30%* |

*To ensure the scoring ratio is maintained, the State will use the following formulas to adjust the points awarded to each offeror.*

*The offeror with the highest point total for the Technical Proposal will receive 700 points. The remaining offerors will receive a percentage of the maximum points available based upon the following formula:*

*Technical Proposal Points = (Offeror's Technical Proposal Points/Highest Number of Technical Proposal Points Obtained) x 700*

*The offeror with the lowest proposed total cost for evaluation purposes will receive 300 points. The remaining offerors will receive a percentage of the maximum cost points available based upon the following formula:*

*Cost Summary Points = (Lowest Total Cost for Evaluation Purposes/Offeror's Total Cost for Evaluation Purposes) x 300*

*Total Points Score: The total points score is calculated using the following formula:*

*Total Points = Technical Proposal Points + Cost Summary Points*

## Section 7: SOW Solicitation Calendar of Events

***Firm Dates***

| | |
|---|---|
| *SOW Solicitation Released to Pre-qualified Contractors* | *September 18, 2020* |
| *Inquiry Period Begins* | *September 18, 2020* |
| *Inquiry Period Ends* | *October 2, 2020* |
| *Proposal Response Due Date* | *October 9, 2020 1:00 PM EST* |

***Anticipated Dates***

| | |
|---|---|
| *Estimated Date for Selection of Awarded Contractor* | *October 2020* |
| *Estimated Commencement Date of Work* | *October 2020* |

*All times listed are Eastern Standard Time (EST).*

## Section 8: Inquiry Process

*Pre-Qualified Contractors may make inquiries regarding this SOW Solicitation anytime during the inquiry period listed in the Calendar of Events. To make an inquiry, Pre-Qualified Contractors must use the following process:*

- *Access the State's Procurement Website at http://procure.ohio.gov/;*
- *Select "Doc/Bid/Schedule #" as the Type;*
- *Enter the DBITS Solicitation ID number found on the first page of this SOW Solicitation;*
- *On the document information page, click the "Submit Inquiry" button;*
- *On the document inquiry page, complete the required "Personal Information" section by providing:*
  - *First and last name of the Pre-Qualified Contractor's representative who is responsible for the inquiry,*
  - *Name of the Pre-Qualified Contractor,*
  - *Representative's business phone number, and*
  - *Representative's email address;*

- *Type the inquiry in the space provided including:*
    - *A reference to the relevant part of this SOW Solicitation,*
    - *The heading for the provision under question, and*
    - *The page number of the SOW Solicitation where the provision can be found; and*
- *Click the "Submit" button.*

*A Pre-Qualified Contractor submitting an inquiry will receive an acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The Pre-Qualified Contractor will not receive a personalized response to the question nor notification when the State has answered the question.*

*Pre-Qualified Contractors may view inquiries and responses on the State's Procurement Website described above and by clicking the "View Q & A" button on the document information page.*

*The State usually responds to all inquiries within three business days of receipt, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.*

*The State does not consider questions asked during the inquiry period through the inquiry process as exceptions to the terms and conditions of this RFP.*

## Section 9: Submission Instructions & Location

Each Pre-Qualified Contractor must submit a single electronic copy of the complete Proposal Response and each submission must be clearly marked "DBDNR-21-003-001".

Each proposal must be organized in the same format as described in Section 5. Any material deviation from the format outlined in Section 5 may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal. Proposal Response should be good for a minimum of 60 days.

The State will not be liable for any costs incurred by any Pre-Qualified Contractor in responding to this SOW Solicitation, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. The State may reject late submissions regardless of the cause for the delay. The State may also reject any submissions that it believes is not in its interest to accept and may decide not to do business with any of the Pre-Qualified Contractors responding to this SOW Solicitation.

Proposal Responses **(No inquiries)** MUST be submitted to the State Agency's Procurement Representative:

**Richard Zweifel**
**Richard.Zweifel@dnr.ohio.gov**

**Proprietary information**

All Proposal Responses and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal Response or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Pre-Qualified Contractor. Additionally, all Proposal Response submissions will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Pre-Qualified Contractor takes exception to the terms and conditions of the Contract.

**Waiver of Defects**

The State has the right to waive any defects in any quotation or in the submission process followed by a Pre-Qualified Contractor. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other Pre-Qualified Contractors.

**Rejection of Submissions**

The State may reject any submissions that is not in the required format, does not address all the requirements of this SOW Solicitation, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. The State will reject any responses from companies not pre-qualified in the Technology Category associated with this SOW Solicitation. In addition, the State may cancel this SOW Solicitation, reject all the submissions, and seek to do the work through a new SOW Solicitation or other means.

## Section 10: Limitation of Liability

The Limitation of Liability will be as described in Attachment Four, Part Four of the Contract General Terms and Conditions.

## Attachment A

### I. <u>Public interface: Available for access by anyone; no login required</u>

**Home page**

- Scroll of upcoming tournaments that have been scheduled
- Options to:
  - Search for tournaments
    - By Lake Name
    - By County
    - By species group (Bass, catfish, crappie, etc…)
    - By range of dates
    - Spatially – via a mapping feature
  - Enter the system by either:
    - Logging into an existing account
    - Creating a new account

### Display of Search Results

- Scrolling list of upcoming tournaments
  - Option to continue to refine search criteria
- Map (*DNR will provide map services*) showing icons of:
  - Access areas / Boat ramps with tournaments
    - Clicking an icon with a tournament scheduled brings up a list of upcoming tournaments for that location
  - Access areas / Boat ramps with no tournaments
    - Clicking an icon with no tournament scheduled brings up the detail for that particular boat ramp
      - Boat ramp name
      - County
      - Latitude & Longitude of ramp
      - Link to bathymetry map on website
  - Searching for a specific lake/county by name in the search criteria automatically takes the user to that lake/county on the map

**Search results for a selected tournament**

*Displays only tournaments that have already been approved in the system*

- By selecting (clicking on) a scheduled tournament, relevant information is provided:
  - Tournament details
    - Tournament Title
    - Organizing Group
    - Contact email for Tournament Organizer
    - Date(s) of tournament
    - Start and End times of tournament
    - Species group (Bass tournament, walleye tournament, crappie, etc…)
    - Is the tournament open to the public?
      - Open vs Closed Tournament
    - Anticipated boat count
  - Lake & Access / Boat ramp details
    - Boat ramp name
    - County
    - Latitude & Longitude of ramp
    - Link to bathymetry map on website
- Spatial view
  - Map showing:
    - US, State, County boundaries
    - Waterbodies
    - Roads
    - An icon representing the ramp where the selected tournament is scheduled
    - Icons representing boat ramps with no tournaments scheduled


## II. <u>Tournament Director Interface: Available for access by TDs only – login required</u>

**Log in Page**

- Options to:
  - Log into an existing account (*Validated through IOP: IOP will send certificate of validation to approve login credentials*)
    - Username & password protected
    - Password recovery feature
    - Suspended accounts
      - Can log into the system
      - Can enter and submit tournament results
      - Cannot schedule a tournament

- Create a new account
    - Redundancy traps for catching the creation of >1 account with the same information (*This will be handled through IOP validation process*)
    - All new accounts need to be approved by an "ODNR Administrator" before they become "active"
        - Once an account is "approved" or "denied" the Tournament Director will receive an email notification letting them know
    - To create an account, a Tournament Director will need to provide:
        - Required fields
            - First and Last name
            - Customer ID # from Fishing License
            - Email address
            - Email address confirmation
            - Telephone number
        - Optional fields
            - Middle Initial
            - Suffix
            - Tournament Trail or Club affiliation

### Account Welcome Page

- Once a Tournament Director is successfully logged in they should have access to a menu / toolbar allowing them to:
  - Search for other scheduled tournaments
    - same features as listed above
  - Manage their account
    - View their previously scheduled tournaments
    - Report or view results for a completed tournament
    - Schedule a tournament
    - Edit account information
    - Submit a potential "new" access location for a tournament

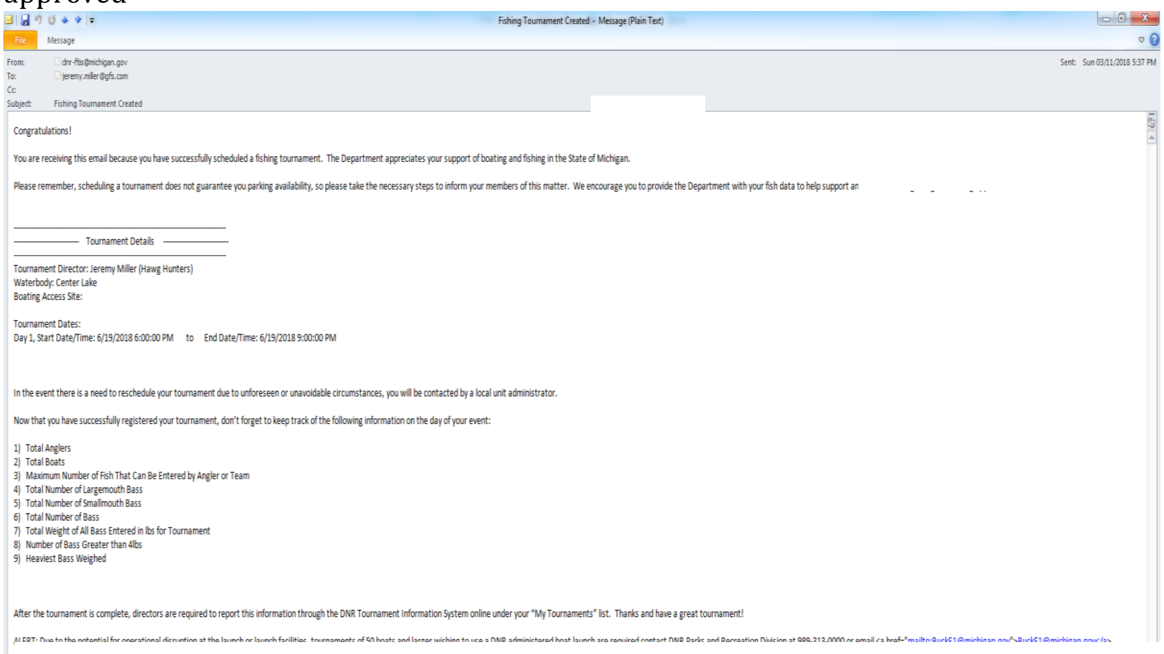
### View the Tournaments Scheduled & Tournament Results associated with their account

- Tournaments that have been scheduled by this TD should be displayed as:
    - A Scroll list
        - Options to refine results:
            - By time period
            - Upcoming Tournaments
                - Approved Tournaments
                    - Editing an "approved" Tournament
                        - Once a tournament is approved, to edit the information the submission will need to be withdrawn and resubmitted for approval
                    - Cancelling an approved Tournament
                        - Option to cancel tournament only prior to the scheduled start date
                - Not Approved (pending approval)
            - Completed Tournaments
                - Missing results should be at the top of the list
                    - "Report Results" option
                - Results submitted
                    - "View Results" option
    - Icons on the map
        - Different icons for:
            - Upcoming tournaments
            - Completed tournaments
                - Completed tournaments with missing results should be flagged

### Schedule a Tournament

- To schedule a tournament, the Tournament Director must:
    - Have an account in "Active" status (account not under suspension)
    - Provide the following information about the Tournament:
        - Waterbody name
            - Selected from a dropdown list provided by ODNR
        - Access / Boat ramp
            - Selected from a dropdown list provided by ODNR
            - Possible to click an access on the map?
        - Tournament Title
        - Organizing Group
        - Starting Date of tournament

        - Select the date on a calendar
        - Start date cannot be more than 1 year > the current date
      - Ending Date of tournament
        - Select the date on a calendar
      - Start and End times of tournament
      - Species group (Bass tournament, walleye tournament, crappie, etc…)
        - Selected from a dropdown list of species provided by ODNR
      - Is the tournament open to the public?
        - Dropdown: Open Tournament or Closed Tournament
      - Anticipated boat count
- Once the required information is entered the TD can "Submit" the tournament for approval
- Notification email sent to "Approver" and "Administrator" indicating that a tournament has been scheduled and they will need to "reject" or "approve" it
- Notification to Tournament Director once the tournament has been rejected or approved


Fishing Tournament Created - Message (Plain Text)

From: dnr-ftis@michigan.gov
To: jeremy.miller@gfs.com
Cc:
Subject: Fishing Tournament Created
Sent: Sun 03/11/2018 5:37 PM

Congratulations!

You are receiving this email because you have successfully scheduled a fishing tournament. The Department appreciates your support of boating and fishing in the State of Michigan.

Please remember, scheduling a tournament does not guarantee you parking availability, so please take the necessary steps to inform your members of this matter. We encourage you to provide the Department with your fish data to help support an

Tournament Details

Tournament Director: Jeremy Miller (Hawg Hunters)
Waterbody: Center Lake
Boating Access Site:

Tournament Dates:
Day 1, Start Date/Time: 6/19/2018 6:00:00 PM to End Date/Time: 6/19/2018 9:00:00 PM

In the event there is a need to reschedule your tournament due to unforeseen or unavoidable circumstances, you will be contacted by a local unit administrator.

Now that you have successfully registered your tournament, don't forget to keep track of the following information on the day of your event:

1) Total Anglers
2) Total Boats
3) Maximum Number of Fish That Can Be Entered by Angler or Team
4) Total Number of Largemouth Bass
5) Total Number of Smallmouth Bass
6) Total Number of Bass
7) Total Weight of All Bass Entered in lbs for Tournament
8) Number of Bass Greater than 4lbs
9) Heaviest Bass Weighed

After the tournament is complete, directors are required to report this information through the DNR Tournament Information System online under your "My Tournaments" list. Thanks and have a great tournament!

ALERT: Due to the potential for operational disruption at the launch or launch facilities, tournaments of 50 boats and larger wishing to use a DNR administered boat launch are required contact DNR Parks and Recreation Division at 989-313-0000 or email <a href="mailto:BuckF1@michigan.gov">BuckF1@michigan.gov</a>

### Report Tournament Results

- Tournament
  - These fields should auto-populate from "Scheduling section"
    - Tournament Title
    - Organizing Group
    - Start date
    - End date
    - Start time
    - End time
    - Maximum number of fish each team could weigh-in/report
    - Units used for the tournament scoring

                - Length (inches)
                - Weight (lbs)
        - These fields need to be entered by TD
            - Winning weight / length
- Participation
    - Number of boats in the tournament
    - Number of anglers
- Catch
    - Able to enter catch information for multiple species
        - Dropdown list for species names
        - Number caught of that species
        - Total weight of that species
        - Size of largest individual of that species
- Comments
- Reminder email to "Report Tournament Results within 30 days" sent to Tournament Director:
    - Upon completion of a tournament
    - 1 week after completion of the tournament
    - 2 weeks after completion of the tournament
    - 30 days after completion of the tournament
        - This notification should indicate that the account will be suspended until further notice and any tournaments they have scheduled will be voided
- Email notification sent to Tournament Director after they have successfully submitted the results of a tournament

### Edit Account

- A Tournament Director can edit select fields in their account:
    - Editable fields
        - Email address
        - Email address confirmation
        - Telephone number
        - Tournament Trail or Club affiliation

### Submit a potential "new" access location

- A Tournament Director can submit a new or missing access area / boat ramp
    - Clicking the add new access tab
    - Selecting the location of the new access on the map
    - Submit the new access for approval by the Administrator
    - Fields to be captured
        - Waterbody name
        - Access name
        - Longitude
        - Latitude
        - Type of access from a dropdown provided by ODNR

## III. <u>ODNR Interface and data access</u>

### Database

- All data should be stored in a web-enabled database
    - Data Tables
        - User logins / Profiles
            - Tournament Directors
            - ODNR Staff
        - Scheduled Tournaments and Tournament Results
        - Lakes and access areas/boat ramps (lookup table)
        - Species (lookup table)
- Access for select ODNR staff
    - Valid username & password required to login
    - 3 levels of access with various permissions
        - Administrator
            - There will only be few users with Admin access
            - Modify / edit data in all of the data tables
            - Approve/reject scheduled tournament requests
            - Approve and suspend Tournament Director accounts
            - Approve/reject new access locations
            - Access to all tournament director's accounts
            - View data
            - Export data
        - Approver
            - There will be many (50-ish?) of these
            - Approve/reject scheduled tournament requests
            - View data
            - Export data
        - User
            - Everyone else
            - View data
            - Export data

### Exports

- Standard exports
    - Scheduling
        - Organizing Group (club that hosted each tournament)
        - Tournament title
        - Waterbody name
        - Access name
        - Target species
        - Start date
        - Start time
        - Is the tournament open to the public? Open or Closed Tournament?
        - Anticipated boat count

    - Reporting
        - Organizing Group (club that hosted each tournament)
        - Tournament Title
        - Waterbody name
        - Access name
        - Species group (Bass tournament, walleye tournament, crappie, etc…)
        - Start date
        - End date
        - Start time
        - End time
        - Units used for the tournament scoring
            - Weight (lbs) or Length (inches)
        - Winning weight / length
        - Number of boats in the tournament
        - Number of anglers
        - Number of each species caught
        - Total weight caught of each species
        - Size of largest individual of each species