REQUEST FOR OFFER (RFO)

EFiling, Case, Records Management System (eCRMS)
System Development and Integration
11-409.00-016

Date: March 26, 2012

You are invited to respond to this California Multiple Award Schedule (CMAS) Request for Offer (RFO) for the eCRMS Development and Integration project. The services required are described in the following Statement of Work (SOW). Please read this document carefully. Selection will be based on best value using the criteria included in this RFO.

The RFO response including resumes, responder's approach, and a **complete** copy of the CMAS contract with price list is due Tuesday~~, April 17, 2012~~, **April 24, 2012**, at 12:00 NOON PDT**.** Offers may be submitted electronically by the due date to Linda.Hoffman@energy.ca.gov. Electronic submissions must be no larger than 5 MB and the subject line MUST include "RFO # 11-409.00-016". Multiple emails may be sent in order to accommodate the submission file size limitation. Other information may be included in the subject line after the RFO number. If the response is mailed (including but not limited to US Postal Service or overnight services) or hand delivered it must include one (1) original and three (3) copies as well as one (1) copy of the complete CMAS contract including the associated price list and be received by **12 NOON PDT on** Tuesday, ~~April 17, 2012~~ **April 24, 2012.** Questions regarding this RFO must be posted on BidSync.com under RFO 11-409.00-016 by Monday, April 2, 2012.

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I. REQUEST FOR OFFER (RFO)

A. Overview

The California Energy Commission's (hereinafter referred to as Energy Commission) Siting, Transmission, and Environmental Division (hereinafter referred to as the Siting Division) seeks a California Multiple Award Schedule (CMAS) vendor (herein referred to as Contractor) to provide support for the following services:

1) Microsoft SharePoint installation, set-up, and configuration
2) Document migration services from specific existing network drive folders and specific documents located on the Energy Commission's public Website
3) Integration of SharePoint document search capabilities with the existing Energy Commission Website
4) ASP.NET/MS SQL programming and associated services and deliverables allowing external stakeholders to electronically file (e-File) documents associated with power plant site proceedings
5) Integration of the eFiling function (4 above) and the Microsoft SharePoint system
6) Participation in a one month pilot project in which a small subset of external users will test the eFiling capabilities
7) Training and knowledge transfer to Energy Commission program and IT staff

The purpose of this contract is for the Contractor to design, develop, implement, test, and document the services described in items 1 through 7 above.

All off-the-shelf software, server hardware, and network services required for this project will be acquired separately and are NOT part of this contract. This system will be implemented in the Resources Agency Data Center (RADC) and the off-the-shelf software, hardware and network services will be provided by RADC and/or the Energy Commission.

Pursuant to GC 19130 (b) (3): The services contracted are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system.

- **The maximum amount of this contract is $500,000.**
- **It is anticipated that this project will be completed within 13 months of the contract start date. The contract term shall be 16 months to allow for project closeout and other administrative functions.**
- **The contract award date is estimated to be June 14, 2012.**

B. Project Background

The Warren-Alquist Act (SB 1575, 1974) gives the Energy Commission the statutory authority to license the development of thermal power plants (50 megawatts or greater) in California. Public Resources Code section 25000 et seq. authorizes the Energy Commission to adopt regulations to carry out its provisions. These regulations are in Division 2 of Title 20, of the California Code of Regulations.

The power plant licensing and approval process requires formal, quasi-judicial hearings in which power plant developers (applicants), local, state, and federal government institutions, and interested third parties (intervenors) submit documentation in support of their position with regards to the proceeding and potential licensing of a power plant.

Until recently, all document submissions had to be accompanied by a hard copy of the document. Many document submitters also provided an electronic copy of the document as a convenience. Electronic versions of documents were provided via email or in many cases (due to the size of the document) on CD or DVD. All documents associated with the power plant Siting proceeding, whether in hard copy or electronic form, were submitted to the Energy Commission's Dockets Unit.

To increase the ease of submitting documents and reducing transaction costs for parties to the proceeding, stakeholders, and the public, the Energy Commission seeks to develop a more automated system where documents may be filed electronically. This desire was stated in the Energy Commission's 2011 Integrated Energy Policy Report.

On November 30, 2011, Standing Order 11-GEN ADMIN-01, in which electronic filing of documents associated with official proceedings was adopted by the Executive Director of the Energy Commission. This Standing Order encourages submitters to file documents that are smaller than 5 MB *electronically*, and *removes* the hard copy requirement. Electronic files may be submitted via email or on an electronic media such as CD or DVD. The Dockets Unit, in the Chief Counsel's Office, is still the recipient of all formal documentation related to the proceedings. The Dockets Unit is responsible for categorizing, storing, and distributing the document to the appropriate personnel within the Energy Commission. A main goal of Standing Order 11-GEN ADMIN-01 is to move toward more efficient and faster document processing.

This Electronic Filing, Case, Records Management (eCRMS) Request for Offer and subsequent contract award represent the next step towards improving the power plant licensing process.

The Energy Commission has selected Microsoft SharePoint as the RADC Shared Services to support eCRMS. SharePoint will provide the document management, limited case management, document publishing, and records management services described in Section IV of this RFO.

The SharePoint software will be installed at the Resources Agency Data Center (RADC) under a separate Inter-agency Agreement (IA) between the Energy Commission and the RADC. Installation of the Commercial-Off-The-Shelf (COTS) SharePoint and other necessary software, hardware servers, and network in support of the SharePoint implementation will be provided by the RADC and are NOT part of this RFO or the resulting contract.

Set up and configuration of the SharePoint software per the requirements specified within this RFO will be the responsibility of the Contractor under this contract.

The custom ASP.NET/SQL program will provide a software application that provides an easy to use, efficient way for document submitters to file documents associated with specific power plant proceedings.

The Energy Commission anticipates that this contract will be carried out in twp phases. Phase 1 will focus on the following tasks:

1) Set up and configuration of the SharePoint system
2) Migrate specific documents from network drive folders and the Energy Commission Website into SharePoint
3) Create the search capability via the Energy Commission Website
4) Automate the list service and document distribution functions via email
5) Create an “e-commenting” function that will store comments submitted via the Energy Commission Website in SharePoint
6) Test the system
7) Train and knowledge transfer to Energy Commission staff

It is anticipated Phase 2 will begin approximately two months after the start of Phase 1 and will run in parallel until Phase 1 is completed. Phase 2 will continue on until completed. Phase 2 will focus on the following tasks:

1) Design, develop, test, and deploy an ASP.NET/SQL software solution that allows power plant proceeding participants to submit documents via the Internet. Access to the Web eFiling system will be via a link on the Energy Commission Website.
2) Integrate the ASP.NET/SQL eFiling system with SharePoint so that documents filed through the ASP.NET/SQL system are stored and retrievable via the SharePoint system and the Web Search capability described in number 3 above.
3) Conduct a one month pilot in which specific external parties and Energy Commission staff will test the eFiling system.
4) Train and knowledge transfer to Energy Commission staff.

C. Project Objectives

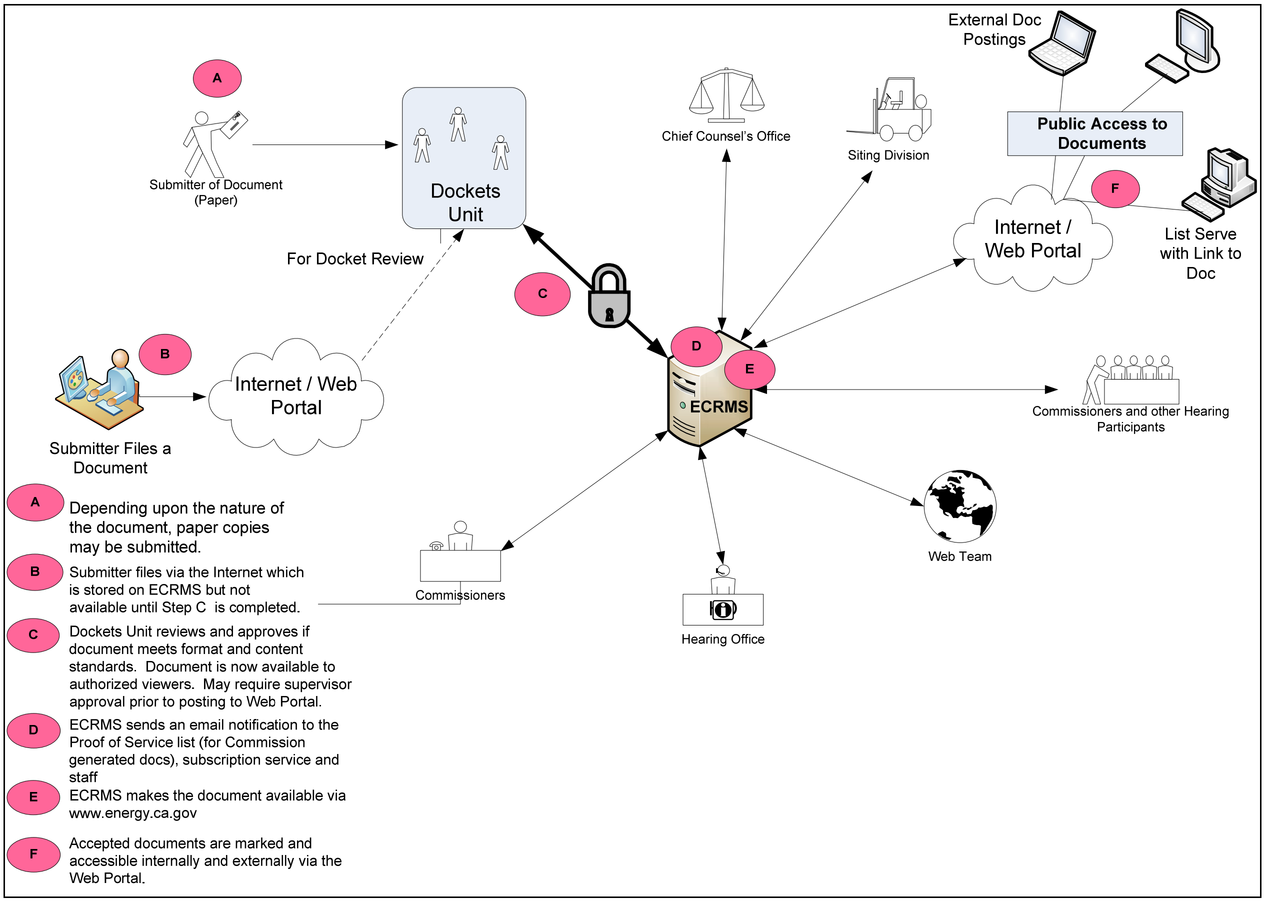
The key objectives of this project are to:

1) Centralize, organize, and automate the storage of power plant proceeding-related documentation
2) Enable all stakeholders participating in power plant proceedings to file documents and comments electronically
3) Enable Energy Commission dockets processing staff to review, accept, distribute, or reject proceeding filings in a simple consistent way
4) Enable stakeholders and other interested members of the public to easily identify and retrieve exhibits and other docketed information
5) Enable Energy Commission staff to publish documents to the Web, enabling users to search for documents through a simple, user friendly interface
6) Enhance record retention compliance per State of California guidelines

D. Overview of Document Processing for Siting Proceedings

Figure 1-1 below depicts the expected document flow once eCRMS has been implemented. A more detailed description of the business process can be found below the figure.

Figure I-1 Overview of Document Processing for Siting Proceedings



The document flow will follow these guidelines:

1. Siting proceeding's documents would be submitted to the Dockets Unit and stored within SharePoint.
2. Filing guidelines specify the time the document was submitted (date, hour, minute), the standard document format, maximum size, and required submitter data such as submitter identification, proceeding title, and document title.
3. The Submitter receives acknowledgement that the document has arrived in the Dockets Unit and awaits review and docketing.
4. Energy Commission Dockets staff are notified of a submission via an email and through a screen on the eCRMS interface. The screen shows list of documents waiting to be acted upon. Dockets Unit staff clicks on a document, which opens

a screen containing all of the submitting information and a screen that shows a copy of the document.

5. Dockets staff begins the analytic review for compliance with filing guidelines, including confirmation that the proceeding exists, the document type is consistent with status of the proceeding the title of the document corresponds to the content, and all of the submitting information is present.
6. When Dockets Unit staff are satisfied that the document meets all requirements and is appropriate to the proceeding (and have followed procedures related to document confidentiality, if appropriate and requested by the submitter), they will click “Accept and Docket.” The click sets off the following additional activities, which are executed automatically by eCRMS:
   a) The document’s ID data is added automatically to the docket log for the proceeding.
   b) The document is automatically stamped with the Docket stamp (date and docket number).
   c) The document is automatically stored in the correct eCRMS electronic file folder.
   d) Notification that the document has been Docketed is automatically sent to submitter.
   e) The document is automatically published and available via the Energy Commission’s webpage for the proceeding.
   f) Energy Commission project and case staff (Committee, advisors, Hearing Office, Siting, etc.) receive an email notifying them that a new document with title “x” in proceeding “y” has been submitted by party “z” and is now properly Docketed and is available via the link embedded in the email. The same email will go to list serve and/or to service list.
   g) After the document is available via the Energy Commission Website, all staff who want access to the document will obtain it through eCRMS, either through the Energy Commission Website or if Energy Commission staff, access could be gained from a SharePoint interface.
   h) The main Siting Webpage will be searchable by case, submitter, date, type of document and other items (e.g. Application, Staff Assessment, service list, Final Order, Compliance documents, and key word). The specific search criteria will be determined during the requirements and design phase of the project.
   i) An additional field in the docket log will allow the Hearing Office to select the document as an exhibit for hearing. The Hearing Office will assign the exhibit number.
   j) An additional button will allow the Hearing Office to indicate when hearings are closed and the opportunity to submit more documents into the record is closed. The proceeding will now have a status of closed.
   k) Hard copy saving to the Dockets Unit case binder would be eliminated as not necessary under the Public Records Act. eCRMS will serve as the main repository of documents. Documents should be stored per the California Records Management Act guidelines. At a minimum, SharePoint will retain documents for the specified period. Regular reports will provide a list of

documents that have exceeded the retention period which would then need to be reviewed by appropriate business unit or legal staff to determine the future handling of the document.

E. Functional Requirements for the Electronic Case Records Management System

Table I-1 below describes the functional requirements defined by the Energy Commission. These functional requirements support business processes being followed by the Energy Commission Dockets Unit, Hearing Office, and Siting Division. Responders should review this table carefully and take the requirements into consideration when developing their RFO response work plan. Any issues or concerns with the requirements should also be included in the RFO response.

In some cases, the requirements have been labeled as “optional”. These are functions the Energy Commission may be interested in including in the solution, however would like input from the Contractor and will be determined during the requirements review tasks described in Section IV.A of the RFO.

Table I-1 Business Functional Requirements

Category	Requirement Name	Requirement Description
Section 1 - General		
1.1 General	Integrated approach	eCRMS must be tightly integrated into a cohesive system. When possible, all functions will reside on the same platform and consist of similar architecture. When integrating dissimilar systems, the integrator will use Web Service standards and coding to permit dissimilar systems to communicate and share data.
1.2 General	Use agreement	eCRMS will require document submitters to register with the Energy Commission through the eFiling Web interface. Registration requires that users of the system follow the business principles and guidelines established by the Energy Commission. Users will accept the user agreement prior to being given access to the system.
1.3 General	Document Validation	eCRMS must provide the capability to easily review submitted documents so that staff may validate the appropriateness of the document. It is anticipated the Dockets Unit staff will open the document through the eCRMS user interface, review the document to make sure it has been assigned to the correct proceeding, and then accept the document as a docketed item. (See Section 1. D. for more information)
1.4 General	Single Sign-On (Optional)	eCRMS will become an integral part of the staff’s daily work effort. As such, system access should be transparent to the users – not requiring a separate log-in to gain access to the system. The Energy Commission utilizes Microsoft Active Directory to control access and security to the network and network services and applications. Access to eCRMS should be achievable through predefined Active Directory groups.

Category	Requirement Name	Requirement Description
Section 2 – eFiling (Phase 2)		
2.1 eFiling	Integration	The software capable of supporting electronic filing of documents from external proceeding participants must be integrated into the SharePoint platform.
2.2 eFiling	Attestation by Submitter	Currently, parties to proceedings attest to the veracity of their submissions and comments. The system shall have a form in the user interface that requests the submitter to confirm their identity and the veracity of the submission.
2.3 eFiling	Document Submission Receipts	Submitters will receive a receipt immediately upon successfully electronically filing a document via the Website. Receiving a receipt for the delivery of a document is required as it assures the filer that the intended recipient did actually receive the document. A copy of the receipt will be emailed to an assigned recipient in the Dockets Unit.
2.4 eFiling	Document Stamps	eFiled documents must be stamped with the received date and time. The system will stamp the actual date and time. After documents have been reviewed and accepted by the Dockets Unit, an electronic stamp with the Proceeding Number, Date of the Document, and Date Received must be placed on the document. The Date Received is automatically inserted by the system and cannot be changed. The Date of the Document will default to the Date Received but can be edited by authorized staff.
2.5 eFiling	Duplication Identification (optional)	The eFiling system must ensure that delivery of documents occurs only one time and that the document is stored in one place within the organization. Submitters may inadvertently submit the same document more than one time. This could happen due to submitter errors when using the Website or a user mistakenly submitting the same document twice. It potentially could also occur due to a transmission error caused by the network or software code. The system should notify both the submitter and the Dockets Unit of the potential duplication. The submitter can then confirm that the 2nd submission was in fact a duplicate. The Dockets Unit can then delete the duplicate.
2.6 eFiling	2GEFS Standard (optional)	The California Energy Commission is considering the adoption of a policy and standard that requires the eFiling system to meet the 2GEFS standard. (2GEFS = 2nd Generation Electronic Filing Standards.) The 2GEFSs are composed of four core specifications to facilitate electronic filing in California. This standard has been established by the California Court System. Using these specifications, the Energy Commission will be able pass information between systems more accurately and reliably.
2.7 eFiling	Internal Review, Approval and Viewing of Documents.	Electronically submitted documents will be stored in the SharePoint system for review, approval, and categorization. Once reviewed by the Dockets Unit, the documents will be made available to Energy Commission staff based upon pre-defined permissions and rules.

Category	Requirement Name	Requirement Description
2.8 eFiling	Assigning of Exhibit Number	Docketed documents will not become an accepted exhibit until the evidentiary hearing occurs and a determination is made regarding which documents are exhibits. Energy Commission staff with proper permission must be able to assign and modify exhibit numbers and the status of the exhibit (accepted into evidence, withdrawn, successfully objected to, etc.). Energy Commission staff with proper permission must be able to change whether the document has been formally approved as an exhibit. This label must be editable only by the Energy Commission staff member with proper permissions. Once assigned exhibit numbers, the documents will be searchable by the exhibit number.
2.9 eFiling	"Find My Records" (optional)	The eFiling module of eCRMS must have a way for submitters to find records they have submitted when they are logged in. The “find my documents/records” must be easy to use.
2.10 eFiling	Semi-Automatic Conversion of Documents to .pdf or .pdf/A Format.	While many of the documents submitted through the eFiling interface will be submitted in standard .pdf or .pdf/A format, some may not. eCRMS must have the capability to convert a pre-defined list of document types to standard .pdf or .pdf/A. This function can be fully automated, or semi-automatic through an easy to use end user interface within eCRMS.
2.11 eFiling	eFiling User Registration	In order to e-File documents, submitters will register with the Energy Commission through the eFiling eCRMS interface. Upon registration, the system must request a user identification and password. The fields required include: First Name, Last Name, Firm Name, Firm Address, Firm Telephone Number, Firm Fax Number, email address. Submitter’s personal information, such as email addresses and addresses will be treated as confidential and not exposed to the public. Company information such as company name and address may be posted. The system will have the capability to assign required fields. The system will generate error messages when a required field is not filled out. The error message will state which required fields are missing.
2.12 eFiling	Remember User ID	Once registered, submitters will use their User ID and password to submit subsequent documents. User ID and passwords will be saved to the database. The system shall also allow users to request a new password or User ID if they’ve forgotten one or the other. The system will automatically send a reset password to the email in the user’s profile. The system will also have the ability to allow users to reset passwords via the Web interface.

Category	Requirement Name	Requirement Description
2.13 eFiling	Filing Information	The submitter will indicate the type of filing being submitted and its associated proceeding number. Existing proceeding numbers will be retrievable via the Energy Commission Website. This information will then automatically tie the document to the proceeding. A list of proceeding documents must be automatically generated and made available via the Website, once the documents pass staff review. The list will link directly to the document so that internal Energy Commission staff and the public (through the Website) will be able to click on the document link and open the document. If submitters do not know the proceeding number associated with their document, they may select a" general delivery" option. Docket staff will verify whether there is a proceeding number to assign to the document and assign it accordingly.
2.14 eFiling	Attach Multiple Documents	Submitters must be able to attach multiple documents at once up to 50 MB total. Each document submitted during a multiple document submission will be assigned a unique document identifier.
2.15 eFiling	Resubmission	eCRMS must allow submitters to resubmit documents that have been rejected. Re-submittals will be tied to the originally rejected receipt number. Rejection occurs after staff review of the eFiled document.
2.16 eFiling	Notification of Others (optional)	Submitters should be able to provide email addresses of other parties they would like to receive a copy of the filing. This list would <u>not</u> represent the official distribution list of documents, but would be considered a courtesy to submitters. The email sender address will display the actual sender, not CEC.
2.17 eFiling	Submitters can Submit on Behalf of Other Parties.	Representatives of applicants or intervenors may submit for one or many parties. For example, eCRMS will allow law firms to submit on their client's behalf. The submitter and the client information must be captured and associated with the document being submitted.
2.18 eFiling	Save Other Party Information Associated with the Submitter (Optional)	When a submitter (e.g., law firm) submits on behalf of their client, the system should save client name, address, telephone, email address, and other information, so that next time the submitter wants to file on the client's behalf, the information does not have to be re-entered. This function should be available <u>through the Web interface</u>.
2.19 eFiling	Submitter Notes Section	Submitters should be able to provide a note associated with the submission. There must be a "notes" section apparent in the user interface of the eFiling module on the Website.

Category	Requirement Name	Requirement Description
2.20 eFiling	Confidentiality tag	The submitter must be given the choice of stating that the document being submitted is confidential and how long it should be kept confidential. The length of time that a document is held confidential should be editable by Energy Commission staff that has the appropriate permission. No document would automatically become non-confidential. A tickler system will facilitate the periodic review of confidential documents for confidentiality expiration. A disclaimer notice will be included when the submitter identifies the document as confidential. The disclaimer notice will state that the document will not be made public. However, the document is not considered confidential until formally approved as confidential by the Energy Commission. Prior to formal approval, these documents will be held in a "pending confidential" state. A list of authorized viewers with predefined permission to view the document will be established for each document. Once approved as confidential, the state of the document will be "approved confidential". If the document is not deemed confidential by the Energy Commission, the document will be returned to the submitter and removed from the system.
2.21 eFiling	Submittal Size	The maximum size of a submittal will be 50 MB. An error message for documents larger than 50 MB will be presented when a document exceeds the size limit.
2.22 eFiling	Reviewing of Documents	All eFiled documents must be reviewed by qualified staff prior to acceptance into the system. Reviewing staff must have a simple interface that allows acceptance of a document and allows for automated access to the document via the Website when accepted. When a document is in the queue, a timer associated with the length of time the document has been in the queue and will turn the queue item red (or some other visual marker) when the time has been exceeded. The timer shall be configurable so that the queue times can be changed by a system administrator <u>without</u> programmer support. Multiple statuses could be applied depending upon the status of the document under review. Each status will be color coded.
2.23 eFiling	Rejecting Documents	Reviewers (staff) who have access rights to the documents must have the capability to reject a document and notify the submitter of why the document was rejected.
2.24 eFiling	Staff Notes Section	Staff should be able to provide a note associated with the submission. There must be a "notes" section apparent in the staff review screen.
2.25 eFiling	On-Line Help	The public facing eFiling system must provide on-line help for all functions within the module. On-line help must be context sensitive and easy to access via help icons on the user interface screen.

Category	Requirement Name	Requirement Description
Section 3 – Limited Case Management (Phase 1)		
3.1 Case Management	Tracking of Public Comments	The ability to simply enter comments (and attach associated documents) should be available to the public. The Energy Commission is calling this "e-Commenting". All e-Comments must be associated with a specific proceeding. The public will select the proceeding number from a drop-down list of all open proceedings or via the proceeding information page. Management of the dropdown list that presents the proceeding numbers will be handled through the user interface by Energy Commission staff with the proper permissions. Management of the list shall include adding a number and assigning the distribution of the comments to a specific folder and removing the proceeding number from the dropdown list. The e-Commenting Website interface should be different from the more formal eFiling of documents associated with the proceeding. The e-commenting interface should be simple and easy to use, without requiring registration of the submitter or the additional information required in 2.11 above for eFiling. Comments will be routed to the appropriate SharePoint folder for review and approval prior to posting based upon the proceeding number. The determination of the reviewer(s) will be made on a case by case basis by authorized Energy Commission staff. The comments will be saved to the SharePoint System in a pre-defined format (e.g. Microsoft Word or Adobe .pdf) that can easily be read by Energy Commission staff. Staff will determine any actions (e.g. docket, route for others to review) that may be necessary based on the nature of the comment. eCRMS will automatically send an email to the staff reviewer(s) when a new comment is submitted and stored. eCRMS administrators will be able to set a predefined "turn around" time that will generate email notifications to specified parties if the comment has not been acted upon within the predefined time period. The comment screen interface will instruct submitters that these comments will be considered "public comments" and not a formal filing for the proceeding.
3.2 Case Management	Proceeding Status	eCRMS must track whether a proceeding is open or closed. The system will provide the ability to close a proceeding. The Hearing Office will be responsible for closing the proceeding in the system. If a proceeding has been closed, submitters could not submit documents. Submitters would have to submit the document to the compliance docket number or the complaint and investigation docket number.

Category	Requirement Name	Requirement Description
3.3 Case Management	Tracking of Submitters of Form Letters (optional)	eCRMS may track the number of submittals associated with the case. Differentiation between multiple submittals from one entity vs multiple entities. (e.g. one submitter who submits 100 documents rather than 100 submitters submitting one document). There should be a function that allows the Dockets Unit to track the quantity of form letters associated with a case.
3.4 Case Management	Exhibit Tracking and Access	Exhibits associated with a case will be stored and accessible by proceeding number and exhibit number. The list will be accessible internally, via SharePoint and externally via the Website. Documents on the list will be linked to the document with the capability to open and download the document by clicking on the link.
3.5 Case Management	Logging of Documents	All documents associated with a proceeding should be represented in a log or list (only after approved by an eCRMS Administrator or Docket Unit staff to be made available to the public). The log should be interactive, with links directly to the document.
3.6 Case Management	Proof of Service (POS) List	The POS list is a list of those participants that are to be served with all documents associated with the case. This list should be automated, with email notifications and embedded links sent to the list as documents are published to the Web. The POS list must have an indicator that identifies the delivery type (electronic or paper) preference of the recipient of the information. The initial phase of eCRMS implementation will allow Energy Commission-generated documents to be distributed to those with electronic preference using this function, however external submitters will be responsible for distributing their own documents. Therefore the automation function associated with document distribution must be configurable based upon the access permission and role of the submitter.
Section 4 – Records Management (Phase 1)		
4.1 Records Management	Retention	Records must be kept for a specified number of years based upon the nature or type of the record. Per the California Records Management Act, there are five types of records classes: Administrative, Legal, Fiscal, Historical and Research value, and Vital/Essential Records. SharePoint must provide a way to assign a pre-defined retention schedule to a document class. Notifications associated with the retention schedule should automatically be sent when it is time to destroy or transfer records.
4.2 Records Management	Government Guidelines	Records supporting federal programs must comply with Federal guidelines. The system should have a way to indicate whether the records are associated with a federal program.
4.3 Records Management	Retention	Records can be kept longer than guidelines require. The system should allow for exceptions to the pre-defined retention schedule.
4.4 Records Management	Retention	If a program closes down or is transferred to another division, the records must be transferred as well. The system must allow for changes to be made to the ownership division.

Category	Requirement Name	Requirement Description
4.5 Records Management	Identification of Document Type	Upon submission to the Document Management System, the eCRMS Administrator, or Dockets Staff, could identify the document type, which would automatically assign retention values.
4.6 Records Management	STD 73 (optional)	The STD 73 is a records management form that must be updated every 5 years. The form is sent to California Record Information Management (CALRIM), reviewed and approved. This form could be automated integrated into the system.
4.7 Records Management	Accountable Forms (optional)	When destroyed, a record of who destroyed the document must be kept. The record must also have a place to allow for a witness from the audit unit or another unit not involved in the destruction to sign the form. A memorandum that certifies: reason for destruction, type and numbers of destroyed documents, that all documents were destroyed, the date of the destruction. Must be signed by a witness and retained on site, and sent to Department of Finance or Office of State Audits and Evaluations
4.8 Records Management	The GS 50 form provides authorization for the State Records Center (SRC) to destroy records. (optional)	This form is required for records destruction. The system may automate this form.
4.9 Records Management	Reports Due to CALRIM (optional)	An annual report to the governor regarding records retention may be automated.
4.10 Records Management	Reports Due to CALRIM (optional)	A Biennial Progress Report on Records Management may be automated.
Section 5 – Document Management (Phase 1)		
5.1 Document Management	Outlook Integration (optional)	SharePoint must integrate directly with Microsoft Outlook. This integration must allow for easy movement of documents from emails and email attachments into the document database. Folders should appear directly in the Outlook interface.
5.2 Document Management	Version Control of Working Documents (optional)	SharePoint must allow staff with proper permissions to check out and check in working documents. Each time a document is checked in, the system will automatically assign an updated version number. Versioning will only occur for working documents. Final documents such as those that have been docketed should be locked and version numbers should not change.
5.3 Document Management	Document Workflow	SharePoint must have configurable workflow functions that will allow the Energy Commission to establish document approval processes in which a document follows a predefined approval path. This function must include automated notifications via email that includes a link to the document when a document is ready for viewing, editing, or approval.

Category	Requirement Name	Requirement Description
5.4 Document Management	Existing Document Migration	A pre-defined set of Siting proceeding documents and network directory items will be moved from the existing Energy Commission Website and Network Drives into SharePoint. The Energy Commission envisions three discreet steps that will be followed for this migration effort. 1) Preparation: The Energy Commission expects the integrator to prepare SharePoint for specific document storage. Prior to the migration, the Energy Commission will identify those documents and folders that will be moved from the Website or the Energy Commission network drives to SharePoint. The integrator will prepare SharePoint by mirroring the existing network drive and Website directory structure (folders). The initial document migration will not include any restructuring of the folder structure. The integrator must describe in detail their approach for preparing SharePoint. 2) Migration: Once the SharePoint preparation step is completed, the integrator will use automated tools, when appropriate, to move the pre-defined folders and documents into SharePoint. The integrator must describe in detail the tool or tools they propose using and how these tools automate the migration process. 3) Post Migration: After the migration step, the integrator is responsible for post-migration clean-up of SharePoint. The post-migration approach must include testing of SharePoint search capabilities, and must also include methods for document duplication identification and elimination. The integrator must describe in detail their approach to post-migration testing and correction of issues found.
5.5 Document Management	Existing Document Migration Metadata	The integrator must describe their approach to ensuring that certain metadata that is currently applied to documents on the Energy Commission network drives and Website is automatically assigned to the same documents in SharePoint. The integrator must describe in detail their approach to assigning metadata to documents. If different approaches are necessary when assigning metadata to documents migrated from the network drive versus the Website, the integrator should describe these different approaches.
5.6 Document Management	Tracking of Compliance Documents	The Compliance Information Tracking System (CITS) creates “Blue” Sheets and “Pink” Sheets to help keep track of submitted documents. These Blue and Pink sheets are tracking forms. CITS is a Microsoft Access database that is used by the Compliance Office to route and track compliance documents. CITS is a standalone database that ensures that compliance documents are appropriately reviewed, tracked, and stored. This tracking function would be integrated into SharePoint so that a single system could be used by the Compliance Office and others within the Siting Division.

Category	Requirement Name	Requirement Description
5.7 Document Management	Confidentiality	Submitters should be able to request that certain documents be marked as "confidential". Documents approved as "confidential" will not be made available for public viewing via the Website. Internal staff will assign user or group access rights to confidential documents.
5.8 Document Management	Access Rights to Confidential Documents	Different levels of access to documents are required. Permission to view these must be controlled by SharePoint and administrators with rights to assign permissions.
5.9 Document Management	Stamping of Confidential Documents	The system must identify documents as confidential through the user interface. When printed or viewed on screen, the document must have a confidential stamp.
5.10 Document Management	Sunset Date for Confidential Documents	The system must be able to assign a sunset date for the confidential document. These sunset dates will be requested by the submitter and approved by the Energy Commission. The system must have the capability to assign and approve sunset dates. The system must also allow documents to have "indefinite" sunset dates for those documents that might not have a sunset date. For instance, a check box that states that the date has not been determined. If the check box has been checked, a notes field would appear for further explanation. Both the date field and the check box would be editable by Energy Commission staff.
5.11 Document Management	Non Disclosure (optional)	For access to confidential documents, staff must have a Non-disclosure Agreement (NDA) on file. The system should have a way to track when users have NDAs on file.
5.12 Document Management	Metadata Search	SharePoint must allow searching for documents based upon metadata that has been provided by the submitter of the document or staff that have assigned certain attributes to the document. The system must have the ability to mark metadata fields as required. For docketed items, the system will not allow the document to be saved to the database until all "required" metadata fields have been populated.
5.13 Document Management	Content or Text Based Search	SharePoint must allow searching on document content or text residing within the document for documents with searchable content. For instance, SharePoint will search for words within Microsoft Word or Adobe .pdf documents. If a document is tagged as "publicly available", then searching via public web searches such as Bing, Google, or Yahoo should be able to find the document.
5.14 Document Management	Partnership or Extranet Access	SharePoint must allow Energy Commission partners, such as approved consultants or other state agencies, that are not physically located at the Energy Commission office to gain access to documents that have not been made publicly available. Access to these documents will be based upon a User ID and Password. SharePoint must have the capability to control access at the document level.

Category	Requirement Name	Requirement Description
Section 6 Security (Phase 1 and 2)		
6.1 Security	Security	The system MUST be secure. eCRMS must provide secure and efficient transfer of documents and or records between external stakeholders and the Energy Commission. The transactions must be performed with high level of security. Unauthorized third parties cannot intercept and read or modify documents.
6.2 Security	Authentication and Access to the System	External users will establish a user ID and password (hash) for the eFiling function. These will be stored in a secure database within eCRMS. Energy Commission users within the internal network will gain access to the system based upon their pre-defined profile. If possible, single sign-on using Active Directory will be implemented for internal Energy Commission staff.
6.3 Security	HTTPS	Encrypted (SSL) service should be deployed in the eFiling custom Web interface.
Section 7 – Web Publishing (Phase 1)		
7.1 Web Publishing	Search Documents by Proceeding Options	The public should be able to find proceeding documentation through a search by submitter, subject, geographical location (e.g., community, city, county), or proceeding number.
7.2 Web Publishing	Listing and Sorting of Proceeding Documents	Users of the Website must be able to request a list of all docketed documents associated with a proceeding. The list capability will be initiated on a general information page about the proceeding. When a visitor to the Website views the proceeding's general information page, the visitor should be able to easily request a listing (currently called the docket log) of all docketed documents. This listing must provide real time links to each document on the list so that when the viewer clicks on the document link, the document will be viewable and downloadable. The column headings on the list shall be driven by "required" metadata fields in the document management system. The Website visitor will be able to select how the list is sorted by clicking on the column heading.
7.3 Web Publishing	On-line instructions	When stakeholders want to search for a document, instructions must be on-line and accessible by end users.
7.4 Web Publishing	Integration with eFiling Application	Once eFilings have been approved by staff responsible for reviewing the documents (e.g., the Dockets Unit), the system should allow eFiled documents to be automatically uploaded/made available over the Web through a simple user interface.
7.5 Web Publishing	Notification of Accepted Document	For eFiled documents, submitters will receive email notification that their document was approved by the Dockets Unit.

Category	Requirement Name	Requirement Description
7.6 Web Publishing	Email Automation for Subscription Services/listserves	eCRMS must be able to automatically send emails via SMTP to members of the subscription service/listserves. Email automation must be integrated into the system so that once a document has been approved for publishing, the email is generated. A link to the published document will be embedded in the email. eCRMS users may want to send an email to the list serve with no specific document associated with email. For instance, a last minute schedule change for a meeting may need to be distributed to a list serve. The system must allow sending of such emails. Permission to initiate an email will be defined by the user role.
7.7 Web Publishing	Identification of Document Size	The system shall include the document size associated with each published document. External viewers will be able to see the document size, in MBs, prior to downloading.
7.8 Web Publishing	Un-publishing documents	Energy Commission staff should be able to “un-publish” a document or remove a document from being available to the public – as long as they have proper permissions.

F. Offer and Response

The Energy Commission expects the total cost to complete the identified Statement of Work tasks to be no more than a maximum amount of $500,000.

No services may commence until a Purchase Order (PO) has been finalized and the appropriate Energy Commission approvals have been obtained.

This RFO, the evaluation of responses, and the award of any resultant purchase order shall be made in conformance with current procedures as they relate to the procurement of IT goods and services. If a Contractor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFO, the Contractor shall immediately notify the following contact of such error and request clarification or modification of the document at:

Linda Hoffman
IT Procurement
Information Technology Services Branch
1516 Ninth Street, MS-7
Sacramento, CA 95814-5512
Linda.Hoffman@energy.ca.gov
(916) 651-6179

The Contractor must notify the contact person of an error in the RFO, via the methods provided above, prior to the date assigned for the RFO Response Due Date. If the Contractor fails to notify the contact person, the contractor is submitting the Offer response at his/her own risk.

G. RFO Schedule*

Table I-2 provides the Key Dates and Site Implementation Dates concerning activities related to this RFO.

Table I-2: Key RFO and Site Implementation Dates

Request for Offer Action	Action Date
Release of RFO	Monday, March 26, 2012
Responder Questions Due	Monday, April 2, 2012
State Responses to Responder Questions	Thursday, April 5, 2012
RFO Response Due Date	Tuesday, ~~April 17, 2012~~ **April 24, 2012**
Anticipated Contract Award	Thursday, June 14, 2012
Site Implementation	**Action Date**
Target Start Date	Thursday, June 21, 2012
Target End Date	Thursday, July 18, 2013

**The California Energy Commission reserves the right to adjust the RFO Schedule as required.*

H. Offer Instructions

- Contractors responding to this RFO are required to submit the Request for Offer Response (specified on the cover sheet) by email or mail to: Linda Hoffman, Information Technology Services Branch (ITSB) Procurement Officer.

  The email attachments must be smaller than 5 MB. Multiple emails may be sent in order to accommodate the submission file size limitation. Mailed responses can include, but not limited to USPS, overnight services, or hand delivery.

- Contractors are to submit signed copies of the Response, in its entirety, with original signatures as follows:

  1. If response is submitted electronically, submit one (1) complete copy of the response including a complete copy of the CMAS contract with price list, and other documentation as appropriate.

  2. If your response is mailed (including United States Postal Service or overnight services) or hand delivered, submit one (1) original and three (3) copies of the offer, as well as one (1) copy of the complete CMAS contract with price list, and one (1) copy other documentation as appropriate.

The authorized signature must bind the proposing company/firm contractually. The Contractor must indicate the title or position that the Contractor holds in the proposing company/firm.

Each offer response must be submitted in a package that clearly identifies the Contractor's name, address, and telephone number. The ITSB Procurement Officer may not accept or review responses received after the designated time of the RFO response due date.

II. EVALUATION CRITERIA

A. Framework

Final selection will be based on BEST VALUE as defined in the State Contracting Manual (SCM) Volume 3, Chapter 6, Section A, Topic 3.2. BEST VALUE relates to requirements and supplier selection criterion or other factors for a particular transaction that is established to ensure that business needs and goals are effectively met and that the State obtains the most value. Each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFO. An Energy Commission Evaluation Team (Evaluation Team) of ITSB staff and Energy Commission management and/or program staff will evaluate those responses based on the Evaluation Criteria set forth in the table below. The Evaluation Team shall select the Contractor whose proposal offers the best value based on the Contractor's Plan for Accomplishing SOW Tasks (Section IV.A below), Contractor's Skill Level Qualifications (Section II.C below), Contractor/Consultant References (Section II.D and Attachment A below), and Cost Evaluation (Section II.E and Attachment B below).

Table II-1 Evaluation Criteria

Category	Summary of Evaluation Criteria	Pass/Fail or Percentage
Completeness of Response	• Proposal received as required; date/time • Contractor/Consultant References **(3)** • Contractor/Consultant Resumes • CMAS Contract including price list	Pass/Fail (Responses must "Pass" to be eligible for further evaluation)
Contractor's Approach (Sections IV.A and B)	• Evaluation of Response Scope, Technical Adeptness, and Design Clarity	53%
Contractor/Consultant Skill Level (Section II.B)	• Evaluation of Skill Level Qualifications for ASP.NET/MS SQL Project Development	32%
References (Section II.D) Contractor and Contractor's Consultant References)	• References feedback on Contractor/Consultant project performance	10%
Cost (Section II.E)	• Cost Comparison	5%
Total Score		100%

B. Response Documentation

The Contractor MUST submit with the RFO Response:

- A Binding Signature
- Contractor /Consultant References (3)
- Contractor/Consultant Resumes
- Contractor's approach to the SOW in Section IV A
- Complete copy of CMAS Contract including price list

C. Contractor's Skill Level Qualifications

Resumes of the responder's proposed resources must be included in the response. Resources being proposed must meet the following experience and qualifications. Responders must identify which resources meet which experience requirements.

Table II-2 Experience Qualifications

Experience	Minimum Years	Desired Years
Microsoft SharePoint 2007 (or 2010) set up and configuration	3	5
Integration of Microsoft SharePoint 2007 (or 2010) into Microsoft .NET custom software solutions using Web Services	3	5
Document migration services from existing network folders or Websites into Microsoft SharePoint	3	5
Microsoft .NET Framework, ASP .NET framework, classes and Security Models	5	7
IIS, HTML, XML, Visual Studio .NET (projects, coding, debugging, compiling, build installation files), Visual SourceSafe (VSS), Team Foundation Server	5	7
C# programming, VB .NET, Web Forms/Web Controls, User Controls	5	7
MS SQL Server 2008, complex relational database design, database administration, in depth MS SQL (Standard Query Language), stored procedures, MS SQL Enterprise	5	7
Report Writing (SQL Reporting Services, Web Reports)	5	7

D. Contractor/Consultant References

Responses must include three (3) references for recent projects (within the last 10 years) for the Contractor and three (3) references for each Consultant. Please use Attachment A – Reference Form. To clarify terminology, the Contractor is the responding firm or company, while the Consultant is any specific individual who will perform the work. If the Consultant is also the Contractor, the Consultant's references may also be used as the Contractor references.

The Energy Commission Evaluation Team may, at its discretion, contact the listed clients to confirm the information provided by the Contractor and determine client satisfaction with the outcome of the project.

The Energy Commission Evaluation Team reserves the right to reject response submissions for any of the following reasons:

- poor past work performance as reported by references
- work submitted by Contractor is not substantially similar to the work described herein (Statement of Work, Section IV. below)
- the work is not verifiable through the reasonable efforts of the Energy Commission Evaluation Team

E. Cost Evaluation

Cost evaluation will be based as follows: It is anticipated that all offers will come in at the total project budget of \$500,000. The cost evaluation shall be based on the Responder's total cost.

$$\frac{\text{Lowest Total Cost Received}}{\text{Responder's Total Cost}} \quad \text{X} \quad \text{Maximum Cost Score} \quad = \quad \text{Cost Score}$$

(rounded to the nearest tenth)

Bidder 1 Total Cost	Bidder 2 Total Cost	Bidder 3 Total Cost
\$450,000.00	\$499,000.00	\$475,000.00
$\frac{450000}{450000}$ X 5 = 5	$\frac{450000}{499000}$ X 5 = 4.51	$\frac{450000}{475000}$ X 5 = 4.74

F. Proposal Evaluation

Note: Only proposals meeting the Completeness of Response will proceed through this evaluation step.

Table II-3 Evaluation Criteria

	EVALUATION CRITERIA	Section Total	Individual Item
1.	**Contractor's Plan for SOW Tasks (Section IV.A)**	**53**	
	Proposed Project Plan for Task 1 as well as clarity and quality of the overall response		7
	Plan for Phase 1 Tasks 2 and 3		8
	Plan for Phase 2 Tasks 4 and 5		8
	Proposed approach for Task 6 Execution that includes building and testing the system, migrating data and providing training		15
	Proposed approach for Task 7 Execution that includes building and testing the system, conducting a pilot and providing training		15
2.	**Contractor Qualifications (Section II.C)**	**32**	
	Microsoft SharePoint 2007 (or 2010) set up and configuration		4
	Integration of Microsoft SharePoint 2007 (or 2010) into Microsoft .NET custom software solutions using Web Services		4
	Document migration services from existing network folders or Web Sites into Microsoft SharePoint		4
	Microsoft .NET Framework, ASP.NET framework, classes and Security Models		4
	IIS, HTML, XML, Visual Studio .NET (projects, coding, debugging, compiling, build installation files), Visual SourceSafe (VSS), Team Foundation Server		4
	C# programming, Web Forms/Web Controls, User Controls		4
	MS SQL Server 2008 R2, complex relational database design, database administration, stored procedures, scaler functions, views		4
	SQL Reporting Services 2008 R2		4

3.	**References (Section II.D)**	**10**	
	Evaluation of references. References will only be checked for responders whose non-reference scores are within 10 points of the highest score or are the highest score.		
4.	**Cost (Section II.E)**	**5**	
	Cost – See Cost Evaluation above		5
	TOTAL SCORE	**100**	

III. TERMS & CONDITIONS

This section describes the contract terms and conditions including general management, invoices, contractor payment, nondisclosure, and termination. These are in addition to the terms and conditions in the CMAS contract the offer was submitted under. CMAS terms and conditions take precedence.

A. General Management

The primary reporting relationship shall be between Contractor and the Energy Commission's Contract Manager (herein Contract Manager). Contractor shall:

- Respond to all communications from Contract Manager within one (1) business day of Contract Manager's send time/date for all emails, telephone calls, or other means of standard business communication throughout the service period of the legal contract between Contractor and the California Energy Commission (hereinafter, *Agreement* or *the Agreement*).
- Complete all task activities included in the Statement of Work within the total RFO budget.
- Work directly with and report to Contract Manager on project status.
- Also serve as Project Manager (PM) by developing project schedules and ensure that activities are completed efficiently, on schedule, and within the budget as stated in the Statement of Work.
- Participate in on-site or teleconference meetings as required by Contract Manager. Travel costs will NOT be reimbursed.
- Provide written and/or verbal project briefings to the Energy Commission's staff and other parties identified by Contract Manager.
- Ensure that all deliverables are provided in a format that is compatible with ITSB infrastructure.
- Sign a Non-Disclosure Agreement (NDA) prior to starting work

B. Invoice & Payment

- The Contractor shall be paid monthly, in arrears, upon receipt and approval of invoices. Invoice amounts shall be determined by completion and acceptance of deliverables as defined in Section IV A and the associated cost table in Attachment B.
- Invoices must be submitted monthly on company letterhead. The invoice shall include the name and address of Contractor, as well as signature and title of the person who prepared/submitted the invoice.
- The invoice must include the PO number

- The official invoice shall be submitted to the Energy Commission's Accounting Office:
  California Energy Commission
  Attn: Accounting Office
  1516 Ninth Street, MS-2
  Sacramento, CA 95814-5512
  (916) 654-4284
- Contractor must complete a Payee Data Record (Std. Form 204) and submit it to Contract Manager at least 15 days prior to submittal of the first invoice

C. Non-Disclosure

Contractor shall treat all material/information (written and verbal) received, generated, or otherwise associated with this contract/project as the property of the State and its content shall remain confidential.

D. Deliverable Requirements

The format and content of all final deliverables must be pre-approved by Contract Manager. Microsoft Office 2007 products or earlier MS-Office versions must be used for technical documentation deliverables. Completed deliverables must be submitted in both hard and soft copy.

E. Contractor's Performance

Contract Manager shall be the sole judge of the acceptability of all work performed/produced by Contractor as a result of this RFO. Should the work performed by Contractor fail to meet the conditions, requirements or other applicable standards, specifications, or guidelines under this RFO, the following resolution process will be employed except as superseded by other binding processes. Only by approval of Contract Manager can any of the following timeframes be adjusted or extended:

- Contract Manager will notify Contractor in writing within five (5) business days after completion of each task and phase of milestones of any acceptance problems by identifying the specific inadequacies and/or failures in the services performed by Contractor.
- Contractor shall, within five (5) business days after initial problem notification, respond to Contract Manager by submitting a detailed explanation describing precisely how the identified services actually adhere to and satisfy all applicable requirements, and/or a proposed corrective action plan to address the specific inadequacies and/or failures in the identified services. Failure by Contractor to respond to the initial problem notification within the required time limit may result in immediate contract termination. In the event of such termination, the Energy Commission shall pay all amounts due to Contractor for all work accepted prior to termination.

- Contract Manager will, within five (5) business days after receipt of Contractor's detailed explanation and/or proposed corrective action plan, notify Contractor in writing whether the explanation and/or plan is accepted or rejected. If Contract Manager rejects the explanation and/or plan, Contractor will submit a revised corrective action plan within three (3) business days of notification of rejection. Failure by Contractor to respond to Contract Manager's notification of rejection by submitting a revised corrective action plan within the required time limits may result in immediate contract termination. In the event of such termination, the Energy Commission shall pay all amounts due to Contractor for all work accepted prior to termination.
- Contract Manager will, within three (3) business days of receipt of the revised corrective action plan, notify Contractor in writing whether the revised corrective action plan proposed by Contractor is accepted or rejected. Rejection of the revised corrective action plan will result in immediate contract termination. In the event of such termination, the Energy Commission shall pay all amounts due to Contractor for all work accepted prior to termination.

F. Department Provisions

- The Energy Commission will provide sufficient access to appropriate levels of staff, subject matter experts or other users, and management as required to facilitate the performance of tasks and preparation of consulting deliverables.
- For Contractor, the Energy Commission will provide access to one desk space, copier machine, facsimile machine, and workstation for the duration of this contract. The workstation will contain the image, tools, and software licenses necessary to fulfill the requirements of this contract.
- SharePoint will be setup with standard defaults settings. The Contractor may want to change the defaults to facilitate the implementation of the eCRMS project. (Reference Section IV.A Task 3 Phase 1 System Design)
- Contract Manager to provide feedback to the Contractor in a timely manner, with time frame to be defined by Contract Manager in consultation with Contractor.
- The Energy Commission will reserve the right to have independent oversight of the project to ensure proper management governance to reduce risk, address issue discovery and promote quality.

IV. STATEMENT OF WORK

Section IV.A below describes the specific tasks and deliverables associated with this contract. Responders should describe their approach to each of the items listed in Section IV.A.

The responses and approach described in IV.A will be evaluated based upon the thoroughness of the response and awarded points as defined in the evaluation criteria defined in Section II.F of this RFO.

A. Tasks and Deliverables

Following are the required tasks and deliverables for the project. Any changes to this list must be approved by Contract Manager. Responders must provide their approach to meeting each of the deliverables described in this section.

Task 1. Project Planning, Progress Meetings, and Progress Reports

The RFO response must include a proposed project schedule (in Microsoft Project 2007) that describes proposed tasks, durations and resources. In addition to the project schedule, the RFO response must include the Responder's proposed project team. A proposed organization chart that includes Responder's resource names and titles must be included in the RFO response. A brief description of each resource's role and responsibility must be included.

Approximately one week following release of the Purchase Order (PO), the Contractor Project Manager (PM) and other Contractor staff (as needed by the Contractor PM) shall meet with Contract Manager and other Energy Commission staff in Sacramento, for the purpose of refining the project schedule and to develop the work plan for accomplishing the tasks and deliverables of this project.

The work plan shall build upon Contractor's proposed schedule and resources in the response to RFO. The Contractor PM shall prepare a written draft of the resulting work plan (Draft Work Plan), and shall submit it to Contract Manager for review and comment. Following the comment period, the Contractor PM shall submit the Final Work Plan.

Commencing every month thereafter until completion of the project, the Contractor PM shall provide Contract Manager with written progress reports by email (due by the 10th of the following month) documenting the activities of the previous month and setting forth the objectives for the next month. Any significant issues or changes shall be described in the report. The Contractor PM shall be available to discuss project concerns during regular business hours throughout the service period of the Agreement.

Deliverable 1.1 Draft Work Plan

Within 5 work days following the original planning meeting described above, the Contractor PM shall prepare and deliver Draft Work Plan in Microsoft Project 2007 format and the updated list of resources, organization chart, and roles and responsibilities. The work plan will include the schedule and resources associated with each task along with any modifications agreed upon in the planning meeting. The Contract Manager will provide comments back to the Contractor PM within 7 work days of receipt of the work plan.

Deliverable 1.2 Final Work Plan

Within 5 working days following receipt of Energy Commission comments, the Contractor PM will provide the Final Work Plan, with updates and edits as requested by the Energy Commission Contract Manager. The contractor shall request a meeting with the Contract Manager immediately if some comments or edits need further clarification or there are other issues with the comments.

Any changes to the Final Work Plan must be approved by Energy Commission Contract Manager.

Deliverable 1.3 Monthly Status Reports

The Contractor PM shall email progress reports by the 10^{th} of the following month describing accomplished activities for the past month and planned activities for the next month. The report shall include significant issues and changes to the project plan. The Monthly Status Report deliverable will be considered complete at the end of the project. Invoicing for this deliverable should occur on the Contractor's final invoice.

Task 2 Review and confirmation of Siting proceeding business process and functional requirements for Phase 1

The Contractor shall facilitate Requirements Review meetings with Energy Commission staff. The purpose of these meetings will be to confirm and verify the Phase 1 functional requirements defined in Table I-1 of this RFO. The Contractor shall review each requirement with the Energy Commission and verify their understanding of the requirement and business processes associated with the requirements. Any suggested changes or modifications to the requirements must be discussed and agreed upon by both the Energy Commission and the Contractor.

The Contractor will then create a Draft Requirements Specification that will list all Phase 1 requirements within 7 work days of the completion of the Final Work Plan. The Draft Requirements Specification must include the following information:

1) Contractor's understanding of the project scope (a description of Phase 1 scope)

2) A listing of each requirement by a unique requirement number, categorized into logical groupings
3) User actions and expected system responses for listed requirements
4) User roles and access rights or permissions
5) Assumptions and dependencies associated with requirements

The Energy Commission Contract Manager will review the Draft Requirements Specification and provide comments back to the Contractor within 5 work days.

Following receipt of the Draft Requirements Specification, the Contractor shall update the document and submit the final Requirements Specification with 5 work days.

Deliverable 2.1 Draft Phase 1 Business Requirements Specification

Within 7 work days following the delivery of the Final Work Plan, the Contractor shall deliver the Draft Phase 1 Requirements Specification. The Draft Phase 1 Requirements Specification must be based upon the Requirements Review meetings described in Task 2.1. The Energy Commission shall provide comments and suggested changes within 7 work days after receipt of the Contractor's Draft Requirements Specification.

Deliverable 2.2 Final Phase 1 Business Requirements Specification

Within 5 work days following receipt of the Energy Commission's Draft Requirements Specifications comments, the Contractor shall deliver the Final Phase 1 Requirements Specification.

Task 3 Phase 1 Design

The Contractor shall create a System Design Document for Phase 1 of the project. Phase 1 includes the set-up and configuration of the SharePoint system at RADC, the interface between SharePoint and the Energy Commission Website for searching documents within the SharePoint database, the generation of automatic email messages to the Energy Commission SharePoint list serve, incorporation of proceeding comments submitted via the Website into SharePoint, the tracking of record retention information within SharePoint, the publishing of dockets lists, exhibit lists, and Compliance document lists, and tracking of Compliance documents. In addition, the potential for integration into Active Directory has been identified as an optional requirement. As such, some level of integration with existing Energy Commission systems (email and Website) is required. The System Design Document shall provide the following:

1) A technical architectural overview of all systems involved in Phase 1 of the project including Energy Commission Website, email system, SharePoint, database systems, and other systems necessary for Phase 1 delivery
2) Specific strategies regarding the method of integration and sharing data between the systems
3) Strategies for ensuring proper performance and monitoring performance

4) Security capabilities and functions
5) Database design for document storage
6) Role and access rights design as defined in the Requirements Specification
7) Document migration strategies as specified in Table I-1 (Requirement 5.4)
8) SharePoint configuration taxonomy design for:
    a. Lists (Dockets and Compliance)
    b. Folder Naming and Structure
    c. Indexes
    d. Metadata Requirements
    e. Limited work flow (Dockets Unit only)
    f. List serve functions
    g. Other taxonomy design considerations

Deliverable 3.1 Draft Phase 1 Design Document

The Draft Phase 1 Design Document is due 10 work days following the acceptance of the Final Requirements Document.

Deliverable 3.2 Final Phase 1 Design Document

The Energy Commission will provide comments and suggested changes 7 work days following the delivery of the Draft Phase 1 Design Document. Upon receipt of the Energy Commission comments, the Contractor shall deliver the Final Phase 1 Design Document within 5 work days. The contractor shall request a meeting with the Contract Manager immediately if some comments or edits need further clarification or there are other issues with the comments.

Task 4 Review and confirmation of Siting Proceeding Business Process and Functional Requirements for Phase 2

It is anticipated that the Contractor will begin work on Phase 2 of the project approximately 40 work days after the contract award and around the time the Phase 1 Draft Design Document has been delivered to the Energy Commission. For Phase 2 business requirements, the Contractor shall facilitate requirements review and confirmation meetings with the Energy Commission. The Phase 2 business requirements that are described in Table I-1 of this RFO will be reviewed and discussed during these meetings. Any changes to these requirements must be agreed to by both the Energy Commission and the Contractor.

The Contractor will then update the previously completed Final Requirements Specification (Task 2) with Phase 2 requirements and any changes that have occurred to Phase 1 requirements. The delivery of the updated Draft Requirements Specification shall be 60 work days after contract award. The revised Draft Requirements Specification must include the following updated information:

1) Contractor's understanding of the project scope (a description of Phase 2 scope)

2) A listing of each Phase 2 requirement by a unique requirement number, categorized into logical groupings
3) User actions and expected system response for Phase 2 requirements
4) User roles and access rights or permissions for Phase 2 requirements
5) Project assumptions and dependencies for Phase 2
6) Any updates or changes to Phase 1 requirements that have been agreed upon by the Energy Commission and the Contractor

The Energy Commission Contract Manager will review the revised Draft Requirements Specification and provide comments back to the Contractor within 7 work days.

Following receipt of the revised Draft Requirements Specification comments, the Contractor shall update the document and submit the final Phase 1 and 2 Requirements Specification with 5 work days.

Deliverable 4.1 Draft Phase 1 and 2 Business Requirements Specification

Within approximately 47 work days following contract award, the Contractor shall deliver the updated Draft Phase 1 and 2 Business Requirements Specification. The Energy Commission shall provide comments and suggested changes within 7 work days after receipt of the Contractor's Draft Requirements Specification.

Deliverable 4.2 Final Phase 1 and 2 Business Requirements Specification

Within 5 work days following receipt of the Energy Commission's updated Draft Requirements Specifications comments, the Contractor shall deliver the Final Phase 1 and 2 Requirements Specification. The contractor shall request a meeting with the Contract Manager immediately if some comments or edits need further clarification or there are other issues with the comments.

Task 5 Phase 2 Design

The Contractor shall update the Phase 1 Final System Design Document (Task 3) with Phase 2 design considerations. Phase 2 includes ASP.NET custom software development of the electronic filing functions described in Table I-1 of this RFO. The eFiling function will serve as an easy to use Web-based application that allows participants in the power plant siting proceedings to submit formal documents in support of their position with regard to the proceeding. Since the eFiling function must be integrated into the SharePoint system, the Energy Commission expects a thorough description of how this integration will take place. The System Design Document shall provide the following:

1) A technical architectural overview of all systems involved in Phase 2 of the project including Energy Commission Website, email system, SharePoint, database systems, and other systems necessary for Phase 2 delivery
2) Specific strategies regarding the method of integration and sharing data between the systems in support of Phase 2

3) Strategies for ensuring proper performance and monitoring performance
4) Security design and considerations for eFiling functions
5) Database design
6) Error checking and reporting methodologies
7) Field validation techniques for all fields requiring validation
8) Role and access rights design as defined in the Business Requirements Specification
9) Any updates or changes to Phase 1 design that have been agreed upon by the Energy Commission and the Contractor. These include SharePoint configuration taxonomy design for:
    a. Lists (Dockets and Compliance)
    b. Folder Naming and Structure
    c. Indexes
    d. Metadata Requirements
    e. Limited work flow (Dockets Unit only)
    f. List serve functions
    g. Other design considerations

Deliverable 5.1 Draft Phase 1 and 2 Design Document

The Draft Phase 1 and 2 Design Document, as described in the Task 5 description, is due 10 work days following the acceptance of the Phase 1 and Phase 2 Final Requirements Document.

Deliverable 5.2 Final Phase 1 and 2 Design Document

The Energy Commission will provide comments and suggested changes 7 work days following the delivery of the Draft Phase 1 and 2 Design Document. Upon receipt of the Energy Commission comments, the Contractor shall deliver the Final Phase 1 and 2 Design Document within 5 work days. The contractor shall request a meeting with the Contract Manager immediately if some comments or edits need further clarification or there are other issues with the comments.

Task 6 Phase 1 Execution

The Contractor shall be responsible for the setup, configuration, integration, and testing aspects of Phase 1. The implementation shall follow the design considerations defined in the Phase 1 System Design Document and specific requirements defined in the Phase 1 Requirements Specification. The Phase 1 implementation includes testing and acceptance of the system. The Energy Commission expects that Task 6 will be completed 120 work days after contract award. Specifically, Task 6 includes:

1) Setup and configuration of SharePoint as specified in the Phase 1 System Design Document and Phase 1 Requirements Specification
2) Integration of SharePoint and the Energy Commission Website so that users may search for documents stored in the SharePoint database

3) Searching for documents in the database, as described in Requirement 5.13 in Table I-1, must include the capability for public web search engines such as Google, the State of California's search service, Yahoo, or Bing to find the documents stored in the database. RFO responders should describe their method and approach for providing this function
4) Integration of SharePoint and the Energy Commission Website so that users may enter comments specific to a proceeding. These comments will be stored as documents in the appropriate proceeding folder
5) System functionality that will allow authorized Energy Commission staff to tag documents and comments as "published" thus making them searchable via the search capability described in Number 2 above
6) SMTP mail integration so that users who have signed up on a list serve will receive email notifications when documents are published
7) Document migration from the Dockets Unit network drive and specified files located on the Energy Commission Website (see Requirement 5.4 in Table I -1)
8) Validation of document migration
9) Development of a User Acceptance Test plan
10) Development of User Acceptance Test Scripts or Use Cases
11) User Acceptance Testing. Participants will include members of the Dockets Unit, Siting Division, Hearing Office, and Information Technology Services Branch (ITSB)
12) Phase 1 Training, described in Task 6.3 below
13) Formal acceptance of the system following successful User Acceptance Testing.

Responders should include the tasks, subtasks, and deliverables as well as durations for Task 6 in their proposed work plan.

Task 6.1 Phase 1 User Acceptance Test Plan

The User Acceptance Test (UAT) Plan shall include the testing and acceptance approach the Contractor will be following in order to ensure that the system requirements have been met. The UAT plan should answer the following questions:

1) General approach questions such as:
    a. Who will participate?
    b. Who will facilitate the testing process?
    c. What kind of testing environment (room, projector, other) is needed?
2) How test scripts and/or use cases will be developed:
    a. Who will develop the test scripts and /or use cases?
    b. How will each script and/or use case define expected results?
    c. What determines a successful test?
3) How will results be tracked and managed?
    a. What tools will be used for tracking and managing test issues or defects?
    b. How will results be reported to the Energy Commission?

4) Conditions for success
    a. What conditions must be met in order to accept the system and move from user acceptance testing into production?

Deliverable 6.1.1 Draft Phase 1 User Acceptance Test Plan

The Draft User Acceptance Test Plan shall be delivered to the Energy Commission Contract Manager per the schedule agreed upon during initial planning and as defined in the Final Work Plan (Task 1.2). Responders should include an estimate for delivery of the Draft and Final User Acceptance Test Plan in their response to this RFO. The Energy Commission will respond with comments to the User Acceptance Test Plan within 7 work days of receipt.

Deliverable 6.1.2 Final Phase 1 User Acceptance Test Plan

Upon receipt of Energy Commission comments on the Draft User Acceptance Test Plan, the Contractor shall update the plan and submit a Final User Acceptance Test Plan within 5 work days**.** The contractor shall request a meeting with the Contract Manager immediately if some comments or edits need further clarification or other there are other issues with the comments.

Task 6.2 Phase 1 User Acceptance Test Scripts

The Contractor shall create test scripts to test all the features and functions of eCRMS defined in the Business Requirements Specification. Tracking of requirements will be accomplished through the use of a requirements/testing traceability matrix. Each test script must include the following elements:

1) Identification of which requirements are being tested
2) A thorough description of the steps necessary to test the features and functions
3) Expected results of the functions described in the test

Deliverable 6.2 Phase 1 User Acceptance Test Scripts

The Contractor shall provide the test scripts and the requirements/testing traceability matrix to the Energy Commission Contract Manager 10 work days prior to the beginning of UAT. There will be no draft or final version of these test scripts; however the Energy Commission may suggest modifications up to the beginning of UAT.

Task 6.3. Phase 1 Training

The contractor shall provide training to Energy Commission staff in support of the implementation phases. The objectives of the training shall be:

1) To develop a core set of Energy Commission staff with SharePoint administrator roles, (eCRMS administrators) who are capable of configuring and supporting the continuing operation of the SharePoint in the absence of the contractor

2) To develop a core set of ITSB administrators who will have the knowledge to manage, maintain, and operate technical aspects of eCRMS

For all training sessions described below, the contractor shall develop an evaluation tool that tests the training participant's knowledge regarding the subject matter. The evaluation tool must grade training participants on a scale of 1 – 5 (5 being the highest score). In order for Phase 1 to be accepted, the average score of all training participants must meet or exceed a score of 4. Responders must provide an overview to their training approach in their response to this RFO.

eCRMS Administrator Training (Energy Commission Staff)

Phase 1 training shall occur immediately following the successful completion of Phase 1 User Acceptance Training. eCRMS administrator training participants will include members of the business units described in Table 6.3-1. eCRMS Administrator training will include appropriate aspects of using SharePoint services associated with eCRMS. Phase 1 eCRMS administrator training shall include but not be limited to:

1) Use of SharePoint services for document storage and retrieval
2) Set up and management of SharePoint taxonomy, including setting up folder structure, naming conventions, metadata rules
3) Set up and management of users and user roles and permissions
4) Set up and management of work flow functions appropriate to the processing of Docketed documents
5) Set up and management of document publishing so that documents may be searched for on the Energy Commission Website

The Contractor will provide training for the quantity of staff listed in Table IV-1 below, split into three separate sessions (each session will have up to 8 attendees).

Table IV-1 Phase 1 Training Participants

Business Unit	Quantity of Staff
Dockets Unit	3
Chief Counsel's Office	3
Siting Division	8
ITSB	4
Hearing Office	4

ITSB System Administrator Training (Technical)

ITSB system administration training will be provided for ITSB staff. This training will include but not be limited to:

1) SharePoint system administration functions
2) Technical interface functions regarding SharePoint integration with the Energy Commission Website

3) Technical interface functions regarding SharePoint integration with the Energy Commission email system

One training session for ITSB system administrators will include up to 4 ITSB staff.

Deliverable 6.3 Phase 1Training

Three training sessions have been held as described in Task 6.3 above. The Phase 1 evaluation tool has been delivered with an overall average score of 4.

Deliverable 6.4 Acceptance of Phase 1 of eCRMS

Upon successful completion of Phase 1 User Acceptance Testing (as defined in Tasks 6.1.2 and 6.2 above) and Phase 1 Training, described in Task 6.3 above, the Energy Commission will formally accept Phase 1.

Task 7 Phase 2 Execution

Description: The Contractor shall be responsible for development, integration, and testing aspects of Phase 2. The implementation shall follow the Phase 2 design considerations defined in the Final Phase 1 and 2 Design Document and specific requirements defined in the Phase 1 and 2 Requirements Specification. The Phase 2 implementation includes testing and acceptance of the system. The Energy Commission expects that Task 7 will be completed 13 calendar months after contract award. Specifically, Task 7 includes:

1) ASP.NET/SQL software development of the Phase 2 features and functions specified in the Final Business Requirements Specification (Task 4) and Final Design Document (Task 5)
2) Integration of the eFiling functionality into the SharePoint document management functionality so that users may submit documents electronically
3) SMTP mail integration so users that have submitted a document will receive a confirmation receipt via email
4) Updating the User Acceptance Test plan developed under Task 6
5) Development of User Acceptance Test Scripts
6) User Acceptance Testing of eFiling. Participants will include members of the Dockets Unit, Siting Division, Hearing Office, and Information Technology Services Branch.
7) Participation in a 1 month pilot to test the eFiling function with a small group of external stakeholders
8) Phase 2 training as described in Task 7.4 below
9) Formal acceptance of the system following successful User Acceptance Testing Phase 2 pilot, and Phase 2 training

Responders should include the tasks, subtasks, and deliverables as well as durations for Task 6 in their proposed work plan.

Task 7.1 Updated Phase 2 User Acceptance Test Plan

The User Acceptance Test (UAT) Plan, developed under Deliverable 6.1, shall be updated with any modifications necessary to properly manage UAT of the custom software development features and functions of Phase 2. The UAT plan should be modified to answer the following questions:

1) General approach questions such as:
    a. Who will participate?
    b. Who will facilitate the testing process?
    c. What kind of testing environment (room, projector, other) is needed?
2) How test scripts and/or use cases will be developed:
    a. Who will develop the test scripts and /or use cases?
    b. How will each script and/or use case define expected results?
    c. What determines a successful test?
3) How will results be tracked and managed?
    a. What tools will be used for tracking and managing test issues or defects?
    b. How will results be reported to the Energy Commission?
4) Conditions for success
    a. What conditions must be met in order to accept the system and move from user acceptance testing into production?

Deliverable 7.1 Phase 2 Updated User Acceptance Test Plan

The updated User Acceptance Test Plan shall be delivered to the Energy Commission Contract Manager per the schedule agreed upon during initial planning and as defined in the Final Work Plan (Task 1.2). There will be no draft or final version of the User Acceptance Test Plan; however the Energy Commission may suggest modifications up to the beginning of UAT. Responders should include an estimate for delivery of Updated User Acceptance Test Plan in their response to this RFO.

Task 7.2 Phase 2 User Acceptance Test Scripts

The Contractor shall create test scripts to test all the features and functions of eCRMS defined in the Business Requirements Specification. Tracking of requirements will be accomplished through the use of a requirements/testing traceability matrix. Each test script must include the following elements:

1) Identification of which requirements are being tested
2) A thorough description of the steps necessary to test the features and functions
3) Expected results of the functions described in the test

Deliverable 7.2 Phase 2 User Acceptance Test Scripts

The Contract shall provide the test scripts and the requirements/testing traceability matrix to the Energy Commission Contract Manager 10 work days prior to the beginning of UAT. There will be no draft or final version of these test scripts; however the Energy Commission may suggest modifications up to the beginning of UAT.

Task 7.3 One Month Pilot of the eFiling Functions

Immediately following the successful passing of User Acceptance Testing, the Contractor will assist the Energy Commission during a one (1) month pilot of the eFiling system. The Energy Commission will be responsible for facilitating and coordinating the pilot. The Contractor will be responsible for correcting any system deficiencies that may be found during the pilot.

The Energy Commission will select a small group of users that routinely submit documents and are currently participants in an active power plant siting proceeding. The users will be asked to use the new eFiling system to submit documents. The pilot will test at minimum the following functions and steps:

1) Setting up of a proceeding, along with the proceeding number and Energy Commission distribution list (the email list with Energy Commission staff and advisors that receive any correspondence associated with the proceeding)
2) Submitter registration including the activation of the user account, user name and password
3) Submitter registration of client information when the submitter is submitting documents on behalf of a client (e.g. law firms filing on behalf of an applicant or intervenor)
4) On-line submission of documents by the registered submitter
5) Automatic email acknowledgement that the document was delivered to the Dockets Unit
6) Automatic email notification to the Dockets Unit that a submitted document has arrived
7) Review of submitted documents by the Dockets Unit via the interface screen,
8) Automatic email acknowledgement that the document was received and opened by the Dockets Unit
9) Once reviewed for correctness, the Dockets Unit clicks “accept and approve”
10) Upon clicking “accept and approve” the system then generates automatic emails to the submitter, members of a pre-defined list service, and to Energy Commission staff on the distribution list for the proceeding
11) The document is then assigned a document number and date, “stamped” with the number and date, and added to the “docket log”, the list of all documents associated with the proceeding
12) The eFiled document is also stored in the correct eCRMS folder and searchable via the search screen on the Energy Commission Website

13) A search for documents via the search screen and through a view of the docket log will be conducted

Deliverable 7.3 One Month Pilot of the eFiling Functions

Each step described in the pilot process will be conducted multiple times with different submitters during the month. Acceptance of the pilot is dependent upon each of the 13 items being successfully completed for document submittal and processing.

Task 7.4 Phase 2 Training

The contractor shall provide training to Energy Commission staff in support of the implementation phases. The objectives of the training shall be:

1) To develop a core set of Energy Commission staff with SharePoint administrator roles, (eCRMS administrators) who are capable of configuring and supporting the continuing operation of SharePoint in the absence of the contractor
2) To develop a core set of ITSB administrators who will have the knowledge to manage, maintain, and operate technical aspects of eCRMS
3) To develop on-line help in the form of easy to use and understand, contextual help and an eFiling user guide that will be posted on the Energy Commission Website. The user guide will serve as a tutorial for end users of the eFiling functionality

For all training sessions described below, the contractor shall develop an evaluation tool that tests the training participants' knowledge regarding the subject matter. The evaluation tool must grade training participants on a scale of 1 – 5 (5 being the highest score). In order for Phase 1 to be accepted, the average score of all training participants must meet or exceed a score of 4. Responders must provide an overview to their training approach in their response to this RFO.

<u>eCRMS Administrator Training (Energy Commission Staff)</u>

Phase 2 training shall occur immediately following the successful completion of Phase 2 User Acceptance Training. eCRMS administrator training participants will include members of the business units described in Table 7.4-1. eCRMS Administrator training will include appropriate aspects of using the ASP.NET/SQL interface that has been developed in support of the eFiling function. Phase 2 eCRMS administrator training shall include but not be limited to:

1) eFiling functions that a submitter would be using
2) Review and acceptance of documents by the Dockets Unit
3) Distribution of documents using the new interface
4) Support of eFiling user registration

The Contractor will provide training for the quantity of staff listed in Table IV-2 below, split into two separate sessions (each session will have up to 8 attendees).

Table IV-2 Phase 2 Training Participants

Business Unit	Quantity of Staff
Dockets Unit	4
Chief Counsel's Office	2
Siting Division	3
ITSB	3
Hearing Office	2
Public Adviser's Office	2

<u>ITSB System Administrator Training (Technical)</u>

ITSB system administration training will be provided for ITSB staff. This training will include but not be limited to:

1) ASP.NET/SQL review of code
2) Technical interface functions regarding SharePoint integration with the ASP.NET/SQL application

One formal ITSB system administration training session will be held.

Deliverable 7.4 Phase 2Training

Three training sessions have been held as described in Task 7.4 above. The on-line help and User Guide have been delivered. The Phase 2 evaluation tool has been delivered with an overall average score of 4.

Task 7.5 Final Acceptance of eCRMS

Upon successful completion of Phase 2 UAT (as defined in the UAT Plan and Test Scripts or Use Cases), Phase 2 training, and the 1 month pilot, the Energy Commission will formally accept eCRMS.

Deliverable 7.5 Acceptance of eCRMS

The following items must be delivered prior to final acceptance:

1) All final system documentation that may have been updated or modified during the life of the contract, including:
    a. Final Work Plan
    b. Final Business Requirements Specification
    c. Final Design Document
    d. Final User Acceptance Test Plan
    e. Final Test Scripts
    f. Final Training Documentation
        i. Training evaluation tool
        ii. EFiling User Guide

2) All source code developed in support of eCRMS including:
    a. ASP.NET/SQL Code
    b. Any Web Service or XML Code used to develop interfaces between systems

V. ATTACHMENTS

Attachment A: Reference Form

Please complete three (3) reference forms for the Contractor and each Consultant.

REFERENCE #			
1. Contractor Info			
Name:	Primary Contact Phone Number:		
2. Client info			
Client Name:	Contact Name:		
Address:	Contact Phone :		
3. Project/ Work info			
Name of Project:	Dates Served on Project (from/to):		
Project Description:			
Staff Involvement on the Project:			
Deliverables Prepared By Contractor or Consultant:			
4. Project Measurements and Results			
Original estimated hours on project:	Actual hours on project:		
		YES	NO
Was the project or contract terminated prior to successful conclusion? If "yes," please explain the reason.			
Were your work products reviewed and approved by any agency outside the client? If "yes", please list the approving agencies.			

Attachment B: Deliverable Cost Form

Deliverable	Maximum Percentage of Contract Cost	Costs
1.1 Draft Work Plan	**1.50%**	
1.2 Final Work Plan	**0.50%**	
1.3 Monthly Status Reports Insert the total contract cost in the cost column (payable at final acceptance of Phase 2)	**0.50%**	
2.1 Draft Phase 1 Business Requirements Specification	**4.00%**	
2.2 Final Phase 1 Business Requirements Specification	**2.00%**	
3.1 Draft Phase 1 Design Document	**4.00%**	
3.2 Final Phase 1 Design Document	**2.00%**	
4.1 Draft Phase 1 and 2 Business Requirements Specification	**5.00%**	
4.2 Final Phase 1 and 2 Business Requirements Specification	**3.00%**	
5.1 Draft Phase 1 and 2 Design Document	**5.00%**	
5.2 Final Phase 1 and 2 Design Document	**3.00%**	
6.1.1 Draft Phase 1 User Acceptance Test Plan	**2.00%**	
6.1.2 Final Phase 1 User Acceptance Test Plan	**1.00%**	
6.2 Phase 1 User Acceptance Test Scripts	**3.00%**	
6.3 Phase 1 Training	**2.00%**	
6.4 Acceptance of Phase 1 of eCRMS	**26.00%**	
7.1 Updated Phase 2 User Acceptance Test Plan	**0.50%**	
7.2 Phase 2 User Acceptance Test Scripts	**3.00%**	
7.3 One Month Pilot of the eFiling Functions	**4.00%**	
7.4 Phase 2 Training	**2.00%**	
7.5 Final Acceptance of eCRMS	**26.00%**	
Totals	**100.00%**	