1. **GENERAL INFORMATION**

   - Contract Number: 973-561-010-1
   - Effective Date: 09/15/2009
   - Expiration Date: 08/31/2014
   - Contract Administrator: Corina Chiorescu

   **Product/Services under Contract:**
   
   i. Project Area 1, Analysis & Design
   
   ii. Project Area 2, Development & Integration
   
   iii. Project Area 3, Operational & Support
   
   iv. Project Area 4, Staff Augmentation

2. **HOW TO USE THIS CONTRACT**

   1. It is strongly recommended to fully review the entire **Contract** after the overview below.

   2. This Contract provides a broad range of IT Services in two ways (The Contract Project Areas are defined below):

      i. To provide a streamlined, flexible RFQ process to procure more complex IT Services (up to $10 million in scope) that are project oriented in nature, and can be quoted by vendors by offering a fixed price for the entire project solution. In this second approach, the Agency will provide a statement of work and solicit the minimum number of quotations required from vendors awarded in the appropriate Project Area (1, 2, and 3) in order to select the vendor providing the Best Value to meet the Agency's needs.

      ii. To provide Staff Augmentation services through the issuance of Time and Materials Task Orders (purchase orders). For Executive Agency Customers, an RFQ is required for all purchases and the RFQ must specify a defined purchase duration (see **Special Instructions for Executive Agency Customers**). No RFQ is required for Non-Executive Agency Customers.

   3. After determining which of these two approaches is most appropriate, the Buyer will use the Contract in the following steps:

      i. IDENTIFY STAFFING NEEDS or PROJECT REQUIREMENTS: Develop a detailed Statement of Work with clear definition of Deliverables and Benchmarks. See Contract Section 3a for Job Title Descriptions (note Job Title and Job Numbers to quickly find Descriptions and Staff Augmentation Prices) including the required experience and education for each position.

      ii. PREPARE THE RFQ: An Agency may use its own RFQ format or borrow another agency's RFQ format

      iii. SELECTION OF VENDORS for RFQ: See Price Sheets to review and select awarded vendors by Project Area.
IV. ISSUE THE RFQ: See Contract Section 6 for Task Order and Quotation Requirements. The Agency will solicit quotations per Contract Section 6 (see the Table Below) and select the quotation that provides the Best Value to the State. See "QUOTATION REQUIREMENTS" below to determine how many quotes are required.

III. CONTRACT PERFORMANCE MEASURES

1. Upon completion of Task Orders, both the Agency and Vendor are required to make comments about the Task Order. Vendors must submit IT Consulting Services Completed Tasks - Vendor Form on a Quarterly basis to the Contract Administrator and Customers are to complete the Survey on the Contract website.

2. Vendor Selection in the Appropriate Project Area: Vendor Contact information for all companies is available under Contractors.

3. For project-oriented solutions as described above, an Agency must solicit quotations among the vendors awarded in Project Areas 1, 2 and 3. View the Price Sheets for Project Areas 1, 2, 3 and 4 to see the listing of awarded vendors in each of these Project Area as defined below. There are requirements for THREE, TEN or ALL Vendors in a particular Project Area depending on the dollar value of the Agency solution as indicated in the chart below.

4. Staff Augmentation vendors are selected by using the Job Title Descriptions in Contract Section 3a in conjunction with the Staff Augmentation Price Sheet which lists the awarded companies and indicates each vendor's Contract rate for each position. Quotations are required for all staff augmentation purchases by Executive Agency Customers. There are requirements for THREE, TEN or ALL Vendors depending on the dollar value of the Agency solution as indicated in the chart below.

IV. QUOTATION REQUIREMENTS

1. QUOTATION REQUIREMENTS FOR PROJECTS

<table>
<thead>
<tr>
<th>Amount</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 – $14,999</td>
<td>Agency adheres to internal policies and procedures.</td>
</tr>
<tr>
<td>$15,000 - $2,000,000</td>
<td>Agency solicits at least 3 quotes among Contract Vendors of its choice.</td>
</tr>
<tr>
<td>$2,000,001 - $5,000,000</td>
<td>Agency selects BEST RESPONSE to Statement of Work issued to at least 10 Contract Vendors of its choice.</td>
</tr>
<tr>
<td>$5,000,001 - $10,000,000</td>
<td>Agency selects BEST PROPOSAL submitted upon notification of ALL Contract Vendors within the appropriate Project Area(s).</td>
</tr>
<tr>
<td>Over $10,000,000</td>
<td>RFP or ITN to Open Market not via this State Term Contract.</td>
</tr>
</tbody>
</table>
2. QUOTATION REQUIREMENTS FOR STAFF AUGMENTATION

<table>
<thead>
<tr>
<th>Price Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 – $2,000,000</td>
<td>Agency solicits at least 3 quotes among Contract Vendors of its choice.</td>
</tr>
<tr>
<td>$2,000,001 - $5,000,000</td>
<td>Agency selects BEST RESPONSE to Statement of Work issued to at least 10 Contract Vendors of its choice.</td>
</tr>
<tr>
<td>$5,000,001 - $10,000,000</td>
<td>Agency selects BEST PROPOSAL submitted upon notification of ALL Contract Vendors within the appropriate Project Area(s).</td>
</tr>
<tr>
<td>Over $10,000,000</td>
<td>RFP or ITN to Open Market not via this State Term Contract.</td>
</tr>
</tbody>
</table>

V. PROJECT AREAS DEFINED

1. **Project Area 1 Analysis and Design** - Encompasses IT Planning, Studies, and Assessment to assist organizations in both information technology capital planning and assessment, including but not limited to:
   - Business case analysis (e.g. costs/benefit and risk analysis)
   - Performance measurements
   - Independent validation and verification of systems development
   - Estimating return on investment and/or earned value
   - Compliance with State interoperability standards as defined by the State Technology Office

2. **Project Area 2 Development and Integration** - The services offered under this area include project management of systems development that organizations consider important. The services include but are not limited to the following:
   - Management of systems integration
   - System and software development
   - Modernization of legacy systems to web enabled applications
   - Software development, customization of commercial-off-the-shelf (COTS) software packages, and migration to modular applications
   - Development and integration internet/intranet/web applications
   - Development and integration of security, firewalls, and critical infrastructures
   - Development, integration and implementation of the following:
     - Networks (e.g. LAN/WAN/MAN)
• Data warehousing

• Electronic Commerce/Electronic Data interchange

• Groupware

• Next generation Internet

• Client/Server computing

• Workflow and imaging

3. **Project Area 3 Operational and Support** - The services offered under this area include a broad range of IT related to Operations and Support Services. Anticipated services include, but are not limited to the following:
   
   i. Management and support of Local Area Networks (LANs), Metropolitan Area Networks (MANs), and Wide Area Networks (WANs)
   
   ii. Computer systems administration, management and maintenance
   
   iii. Data entry, data storage, data retrieval, and electronic records management
   
   iv. Specialized workstation (i.e., CAD, CAD/CV, GIS) support
   
   v. Computer equipment maintenance (both on-going and on-call)
   
   vi. Desktop support
   
   vii. Production support
   
   viii. Database generation and database management
   
   ix. Data and/or media management
   
   x. Document Imaging Services
   
   xi. Disaster Recovery Services
   
   xii. Orientation and training
   
   xiii. Information center/help desk

4. **Project Area 4 Staff Augmentation** - This Project Area differs greatly from the previous three, in that it does not relate to a particular part of a project life cycle. Unlike work performed within the previous three Project Areas, Staff Augmentation is not generally project-oriented. See the Index Award for a listing of awarded Staff Augmentation vendors which includes the vendor’s Contract Price listing for each Position its company provides under. For project Area 4, simple staff augmentation efforts, the customer may also issue the Task Order to a Contractor Awarded in Project areas 1, 2, 3 and/or 4.