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**DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER**

**CITYWIDE DATA WAREHOUSE PROGRAMS  
PROJECT MANAGER**

**STATEMENT OF WORK (JUNE 2008)**

**C.1 BACKGROUND**

C.1.1 The Office of the Chief Technology Officer (OCTO) was established to execute the legislative mandate to centralize responsibility for the District government's investments in information technology and telecommunications systems and help District departments and agencies provide services more efficiently and effectively. As part of this mandate, OCTO develops and enforces policy directives and standards regarding information technology and telecommunications systems throughout the District, develops key central technologies that support all agencies, and serves as a source of expertise for District departments and agencies seeking to use information technology and telecommunications systems to improve services.

C.1.2 Improving city service is a cornerstone of the Mayor's commitment to the citizens of the District. The Citywide Data Warehouse program is a key mechanism to improve governance and operational efficiency of the DC government. The program was established to:

1. Identify and gather datasets from agencies to realize significant benefits from data sharing across the District;
2. Accelerate interagency sharing of datasets; and
3. Provide access to datasets to non-DC government entities (citizens, other governments, private sector) to the extent that data sharing is not constrained by privacy or security considerations.

C.1.2.1 The Citywide Data Warehouse program will create applications that support the functional and data requirements established by the Office of the City Administrator and Mayor Fenty's CapStat initiative. This scope of work is for the Project Manager which will ensure existing OCTO requirements are met for new development tasks, including overseeing code and documentation, within the specified timeframes and the required quality levels outlined below.

**C.2 SCOPE OF WORK**

The Contractor will be responsible for creating, updating, resourcing and managing multiple projects supporting the Citywide Data Warehouse Programs. The Contractor is required to perform day-to-day management of all phases of each project including gathering requirements, and coordinating the design, development, testing and deployment of the projects; Manage the completion of deliverables ensuring all required items are received as scheduled; deliver the projects on-time, on budget, on scope, and of a high quality, that meet stakeholder requirements; manage enhancements and on-going new development for projects assigned; coordinate all project activities with the development and data teams, Business Owners/Stakeholders, and other



support; communicate frequently with executive leadership; coordinate production monitoring and issue resolution. The selected Contractor will work in coordination with the Program Manager, and Development, Database and Data team leads to achieve project objectives. The Contractor will work on some or all of the projects listed below. Others may be added as required by the Program Manager:

C.2.1 Datasets: The Citywide Data Warehouse (CityDW) program provides a centralized access point for enterprise-wide data with a focus on providing data that enables decision support and government transparency. The Contractor will work with the data team lead and other team members to establish new connections to agency data and maintain existing data connections.

C.2.2 CapStat Main Site <http://capstat.oca.dc.gov/> The resource for a District of Columbia resident to track how District Government is working. Track the performance of individual agencies, find neighborhood statistics.

C.2.3 Summary Reports <http://reports.citydw.octo.dc.gov/> Website for the public that provides access to city operational data in an effort to increase transparency. Citizens may access prepared reports to monitor government performance, providing a greater accountability for those business groups and agencies included. Current reports are based on operational data provided by DCRA, DDOT, MPD, OTR and the Citywide Call Center.

C.2.4 Data Catalog <http://data.octo.dc.gov/> Download city operational data through the Internet. Provides near real-time data from multiple agencies to citizens and facilitates access to data in XML, Text/CSV, KML or ESRI Shapefile formats.

C.2.5 Neighborhood View: an Analyst-like View for District managers, Neighborhood Service Coordinators, and non-GIS analysts, mapping tool can be linked to District datasets.

C.2.6 Business Objects/Business Intelligence Reporting tools and services: Business Objects is in use by agencies to analyze data in the CityDW. CityDW works with agencies on customize reporting and business intelligence projects.

### C.3 SPECIFIC REQUIREMENTS

The Contractor shall provide support in the following key areas:

C.3.1 Create project plans: The contractor shall create project plans and schedules including but will not be limited to: tasks, task assignments, task duration, resource assignments, cost per task, milestones.

C.3.2 Update Project Plans: As progress is made, the Contactor shall ensure the project plan(s) is revised on a daily basis. The percentage completed for each task shall be updated, and new tasks, milestones or projects shall be added as required.

C.3.3 Manage: The Contractor shall perform day-to-day management of all phases of each project including gathering and documenting requirements, and coordinating the design,



development, testing and deployment of the projects; Manage the completion of deliverables ensuring all required items are received as scheduled; deliver the projects on-time, on budget, on scope, and of a high quality, that meet stakeholder requirements; manage enhancements and on-going new development for projects assigned; coordinate all project activities with the development and data teams, Business Owners/Stakeholders, and other support; communicate frequently with executive leadership; coordinate production monitoring and issue resolution.

## **C.4 DELIVERABLE REQUIREMENTS**

### **C.4.1 Documents: Printed plus Electronic copies Mandatory**

- C.4.1.1 Where documents are required from Contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to OCTO using standard Microsoft Office Suite applications (or other OCTO-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.
- C.4.1.2 If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).
- C.4.1.3 Copies shall be filed both with the OCTO Program Manager for incorporation into the overall program files and with the Contracts Management Officer as required for delivery verification.

### **C.4.2 Record Retention:**

- C.4.2.1 Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- C.4.2.2 Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- C.4.2.3 No later than fourteen (14) days before the closeout of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan for the contract closeout.

### **C.4.3 Contractor Staff:**

- C.4.3.1 Senior Management Supervisor: Contractor shall assign a senior manager as the Contractor's chief representative for this contract. This representative shall have the authority to make binding decisions for the organization. This representative shall be in charge of all members of the Contractor team assigned to the project and shall be the main contact. All correspondence, conferences, meetings, and questions concerning the



project directed to the Contractor and its subcontractors shall be through this person. This representative shall be personally available at all times during working hours from the beginning of the work through its completion.

- C.4.3.2 Cost Proposal: The Contractor may incur **reimbursable local travel expenses** under this contract that are **pre-approved** in accordance with the District of Columbia Information Technology Services supply schedule contract. Limited print or copy expenses are also authorized. **Other expenses require advance approval of the OCTO.**
- C.4.3.3 Change in Personnel: Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. The District reserves the right to review, interview, and/or approve any proposed replacement candidates.
- C.4.3.4 Contractor acknowledges that the District may direct the Contractor to remove any Contractor staff that the District finds unacceptable, and the Contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.