

## **Attachment A**

### **OFFICE OF THE CHIEF TECHNOLOGY OFFICER QUICKBASE DEVELOPER STATEMENT OF WORK**

#### **C.1 SCOPE**

The Government of the District of Columbia, the Office of the Chief Technology Officer (OCTO) is seeking a contractor to do detailed assessments of the District government's business needs in various areas of the government including education, public safety and public health. The contractor shall then analyze the assessments. The contractor shall use the results of the analysis to design and build solutions for OCTO and other government agencies. The contractor shall leverage the contractor's cross-domain expertise in business analysis, application and database development. The contractor shall use their advanced expertise in Intuit QuickBase platform for development and implementation of custom-built interfaces and dashboards.

#### **C.2.1 DEFINITIONS**

**C.2.1.1 Enterprise wide** – Software in use within most or all Agencies of the entire Government of the District of Columbia.

**C.2.1.2 QuickBase** – (Wikipedia) web-based collaborative database application that allows business people to create their own custom applications without writing code. QuickBase was created when Intuit acquired Turning Mill Software in 1999. The application is hosted by Intuit and sold by subscription.

#### **C.3 BACKGROUND**

**C.3.1** The Office of the Chief Technology Officer (OCTO) develops and enforces policies and standards for information technology in the District government. OCTO identifies where and how technology can systematically support the business processes of the District's 68 agencies. Agencies can draw on OCTO's expertise to get the most out of their technological investments. OCTO must ensure that all IT projects are serving a clear and defined need, align with the Mayoral objectives, meet the needs of the stakeholders and customers, projects are within budget and properly managed.

OCTO also assesses new and emerging technologies to determine their potential application to District programs and services. Finally, OCTO promotes the compatibility of computer and communications systems throughout the District government. .

#### **C.4 REQUIREMENTS**

**C.4.1** Contractor shall conduct business process assessments and perform analysis on the results of the assessments. Contractor shall recommend multiple options to OCTO as workable technological solutions related to QuickBase capabilities. Contractor shall execute selected solution.

- C.4.2** Using QuickBase API and regular QuickBase interfaces, contractor shall develop and implement pages and entire QuickBase applications to their maximum potential, resulting in a functional, fully customized up-to-date end-state.
- C.4.3** Utilizing scripting languages like Perl, Python, and PHP, contractor shall develop and configure customized QuickBase Applications which are meaningful and appropriate for different District Agencies and offices.
- C.4.4** Contractor shall construct and implement an array of dashboards with meaningful technology specifications, illustrating business needs and changing business conditions with meaningful technology specifications to allow analysis to support decisions and to project outcomes and results of business decisions.
- C.4.5** Contractor shall build QuickBase applications, pages and dashboards for financial analysis, quantitative analysis for business decisions; standard securities performance metrics; accounting standards and for portfolio impact of financial statements.
- C.4.6** Contractor shall build QuickBase applications, pages and dashboards to allow high-level and in-depth business analysis, control project scope through process mapping, identify audit needs and control points, model current business processes and systems, document requirements specifications, and create data models and data flow diagrams.
- C.4.7** Contractor shall develop QuickBase applications as solutions to respond to the business process analysis conducted by the contractor. Completed QuickBase applications shall also facilitate further business process analysis. Contractor shall utilize (and completed applications shall interface with) appropriate technology tools (Crystal Reports, Business Objects, MS Visio, MS Project), software development methodologies (J2EE/Java, ASP.NET), databases (Oracle, MySQL, MS Access) and languages (Perl, Java, C++, C etc.) to facilitate business process analyses.
- C.4.8** Contractor shall conduct project management using Process Maps, through multi-tasking. Contractor shall manage multiple tasks with changing priorities in a cross-functional environment.

## **C.5 DELIVERABLES**

- a. Weekly status reports
- b. Weekly Time Sheets
- c. Meeting minutes
- d. Process Maps (As Needed)
- e. Project Plan – due 10 days following contract award
- f. Project/Program Assessment Documents (in accordance with approved Project Plan)
- g. Ad Hoc Reports (As Needed)
- h. Strategic Evaluations and on-the-spot analysis (As Needed)
- i. Improvement Strategies (As Needed)
- j. Dashboards (As Needed)