

**Statement of Work
For
Application Development Support and Maintenance for Youth Services Case
Management System and Other Client Server Legacy Systems**

CLIN 0001: TECHNICAL ASSISTANCE/SUPPORT SERVICES

C.1 SCOPE

C.1.1 The District of Columbia – Metropolitan Police Department - Office of the Chief Technology Officer (MPD-OCTO) seeks a Contractor to furnish qualified staff that will provide program Application Development, Legacy Migration Support, Process Reengineering and Maintenance Support for up to twenty-six (26) Legacy Applications and Database Systems. The targeted Applications and Databases are in daily operational use, and are currently being migrated from an AS400, Mainframe or outdated client server architecture. The systems include but are not limited to:

- Youth Services Case Tracking System
- Employee Directory
- Gun Stat Registration System
- Mass Arrest System
- Traffic Violations and Accident Reporting System
- Telecommunications Usage Tracking System
- Crime Scene Evidence Tracking System

C2. CONTRACTOR ROLLS AND RESPONSIBILITIES

This Statement of Work is for up to one (1) Technical Project Manager, two (2) Application Developers / SME, one (1) Database Administrator/Engineer / SME, and one (1) Program Analyst.

The Contractor will provide up to 5 consultants to serve in the capacity of Application Developer, Project Manager, Program Analyst, and Database Administrator.

2.1 The Requirements for each position are as follows:

2.1.1. Project Manager

- a. Researches, analyze, evaluate and recommend new and existing technologies focusing on eliminating redundancy through integration and consolidation.
- b. Support and maintain desktop and network operating systems, commercial software applications as well as business/industry-specific proprietary software applications.

- c. Establish and maintain IT security and data integrity.
- d. Participate in organizational initiatives with various teams coordinating and providing IT-related advice and assistance.
- e. Provide recommendations to the Chief of Information Technology concerning IT enterprise resource planning, management and coordination.
- f. Monitor and maintain effective IT asset management ensuring inventory accuracy and software licensing compliance.
- g. Interpret and apply MPD OCIO's Mission, Vision, and Values to the assigned IT Team.
- h. Communicate regularly with staff and Chief of Information Technology informally, in writing, one-on-one, and in meetings.
- i. Implement improvements to processes, work methods and procedures.
- j. Share knowledge in order to build technical skills of others; support a diverse work environment where differences are accepted; and lead team decision-making.
- k. Continue to build own technical and leadership skills.
- l. Perform other related duties as assigned.

2.1.2. Application Developers

- a. The ability to participate in Joint Application Development sessions, interpret and document user and stakeholder requirements.
- b. Translate user requirements into working prototypes using Rapid Application Development and Agile Development Methodologies.
- c. Advanced skill sets in Java, Visual Basic, SQL Server,
- d. Good verbal and written communication skills which would be used to write user-friendly documentation.
- e. The ability to translate technical IT concepts and issues for clients.
- f. Excellent analytical and organizational skills — ability to plan and achieve a variety of tasks.
- g. Able to set priorities for client requests and deal with a number of issues concurrently.
- h. Good problem-solving skills — ability to identify problems and their cause and develop solutions to meet client needs.

2.1.3. Program Analyst

- a. Experience utilizing advanced IT management techniques to analyze current analytical methods and developing recommendations.
- b. Experience applying analytical skills to Web activities to derive recommendations for enhancements to Web applications.
- c. Demonstrated skill using Excel, Word and PowerPoint.

- d. Responsible for analyzing major elements of programs.
- e. Responsible for identifying program objectives, costs and benefits, funding alternatives, priorities and accomplishments.
- f. Independently communicate with appropriate department officials, other government and private agencies for specialized information needed for project completion.
- g. Participate in meetings with senior analysts, managers and others in co-designing strategies to improve program operations.

2.1.4. Database Administrator

- a. Design, develop, and maintain Microsoft SQL databases and transformation packages.
- b. Install and maintain server software. Manage and champion upgrade processes.
- c. Suggest and implement modifications and improvements to existing databases to increase performance, user-friendliness, and stability.
- d. Interpret user requests on database changes, updates, restores; and perform appropriate actions.
- e. Handle source control and configuration management issues.
- f. Responsible for data security and integrity, including strategies, implementation, and staff education.
- g. Responsible for DB backup and restoration in the event of disaster or as assistance to staff.
- h. Advise developers in database table design, champion development and design standards.
- i. Serve as database technology and strategy evangelist.
- j. Perform other related projects and tasks as required.

C.3 REQUIREMENTS – CLIN 0001

Application Development and Staff augmentation support shall include the analysis, design, development, implementation and maintenance of up to twenty-six (26) new and or ongoing projects. The projects include a variety of MPD critical operational functions which are being automated within a common architectural framework to meet the 5 year strategic plan of the automated Police force. The framework shall include a Browser based GUI with SQL Server and Oracle Backend utilizing the existing service-oriented architecture (SOA). The applications shall interface with several legacy systems.

The Contractor shall provide the following technical assistance/support services:

C.3.1 CLIN 0001A: Activities for Application Development and Staff augmentation shall include but are not limited to the following key areas:

- C.3.1.1** Develop or review existing requirements for the following applications:
1. Youth Services Case Tracking System
 2. Employee Directory
 3. Gun Stat Registration System
 4. Mass Arrest System
 5. Traffic Violations and Accident Reporting System
 6. Telecommunications Usage Tracking System:
- C.3.1.2** Develop applications within the existing architectural framework which automates or improves automation for:
1. Youth Services Case Tracking System
 2. Employee Directory
 3. Gun Stat Registration System
 4. Mass Arrest System
 5. Traffic Violations and Accident Reporting System
 6. Telecommunications Usage Tracking System:
- C.3.1.3** Develop applications within existing architectural framework that automates or improves automation for several yet to be identified applications, not to exceed twenty-six (26) in total.
- C.3.1.4** Manage the development, implementation, and maintenance of ongoing initiatives using standard PMI techniques.
- C.3.1.5** Interact with District employees, contractors and stakeholders to address matters concerning legacy systems operations.
- C.3.1.6** Coordinate with other agencies to evaluate and implement migration to non-legacy information system including but not limited to server-side database and application scoping and planning.
- C.3.1.7** The consultants shall have an understanding of server operations with heterogeneous database and application platforms. The consultants shall also be well versed in communicating systems issues and activities to both technical and non-technical persons. The consultants shall possess high quality and professional interpersonal skills and be able to interface with all levels of management and non-management personnel. The consultants shall meet and confer with District management officials regarding the status of technical assessment activities, problems, issues or conflicts in need of resolution.

C.4 DELIVERABLES/PERFORMANCE

The Contractor shall provide the following deliverables to the District.

Summary of Deliverables	Skills/Labor	Estimated Time
CLIN 0001A - Application Development and Staff augmentation support shall include the analysis, design, development, implementation and maintenance of up to 26 new and or ongoing projects Application and Database Systems.	Application Developers	Weekly
CLIN 0001A – Provide project management, coordination, and documentation support.	Project Manager	Weekly
CLIN 0001A – Provide cross-platform Subject Matter Expert (SME) integration requirements gathering and implementation consulting services.	Program Analysts	Weekly
CLIN 0001A – Provide interoperability system engineering, software and database engineering services on legacy systems.	Database Administrator	Weekly

All deliverables shall be completed to the satisfaction of the COTR before the project is considered complete.

PRICE SCHEDULE

B.3.1 BASE PERIOD (Date of Award thru Nine Months Thereafter)

Contract Line Item No. (CLIN)	Labor Category	Unit	Unit Price	Quantity	Total Price
0001	Technical Project Manager	Labor Hour	\$_____	1,560	\$_____
0002	Application Developer / SME	Labor Hour	\$_____	1,560	\$_____
0003	Application Developer / SME	Labor Hour	\$_____	1,560	\$_____
0004	Database Administrator / Engineer / SME	Labor Hour	\$_____	1,560	\$_____
0005	Program Analyst	Labor Hour	\$_____	1,560	\$_____
Grand Total for B.3.1					\$_____

B.3.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Labor Category	Unit	Unit Price	Quantity	Total Price
0101	Technical Project Manager	Labor Hour	\$_____	2,080	\$_____
0102	Application Developer / SME	Labor Hour	\$_____	2,080	\$_____
0103	Application Developer / SME	Labor Hour	\$_____	2,080	\$_____
0104	Database Administrator / Engineer / SME	Labor Hour	\$_____	2,080	\$_____
0105	Program Analyst	Labor Hour	\$_____	2,080	\$_____
Grand Total for B.3.2					\$_____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer: _____

Name: _____ Title: _____

Social Security No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	<u>Current</u>	<u>Not Current</u>	<u>Not Applicable</u>
District: Sales and Use	()	()	()
Employment Withholding	()	()	()
Ballpark Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent

Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month
and Year

Notary Public: _____

My Commission

Expires: _____