**SCOPE OF WORK**

**RFP #70CNR-S2767**

1. **SCOPE OF WORK**

### General

#### The Scope of Work includes technical support serves to assist NDEP in transmitting environmental data from local source database systems via the National Environmental Information Exchange Network as required by the Environmental Protection Agency (EPA).

* + 1. Services will be on an "as needed" basis, at the discretion of the NDEP. In general, however, the following capabilities are anticipated to be 4.2required under the contract.
    2. Any resulting contract will serve as a master contract for Exchange Network services. The Division will issue a task order for a particular service; and, within ten (10) days, the awarded vendor will provide a proposed scope of work including a schedule and cost information. The work will commence when the Division issues written approval of the proposed scope of work, schedule, and cost for the specified task.
  1. **Tasks**

The scope of work is broken down into tasks, activities and deliverables. The tasks and activities within this section are not necessarily listed in the order that they should be completed. Vendors must reflect within their proposal and preliminary project plan their recommended approach to scheduling and accomplishing all tasks and activities identified within this RFP.

All tasks performed by the awarded vendor may be reviewed by the QA monitor as well as State staff.

* 1. **Vendor Response to Scope of Work**
     1. Within the proposal, vendors must provide information regarding their approach to meeting the requirements.
     2. If subcontractors will be used for any of the tasks, vendors must indicate what tasks and the percentage of time subcontractor(s) will spend on those tasks.
     3. Vendor's response must be limited to no more than five (5) pages per task not including appendices, samples and/or exhibits.

### Task Order Deliverable Submission and Review Process

Once the detailed project plan is approved by the State, the following sections detail the process for submission and review of task order deliverables during the life of the project/contract.

* + 1. General
       1. The contractor must provide one (1) master copy of each written task order deliverable to the appropriate State Project Manager as identified in the contract.
       2. Once a task order deliverable is approved and accepted by the State, the contractor must provide a signed electronic copy. The State may, at its discretion, waive this requirement for a specific deliverable.
       3. The electronic copy must be provided in software currently utilized by the agency or provided by the contractor.
       4. Deliverables will be evaluated by the State utilizing mutually agreed to acceptance/exit criteria.
    2. Deliverable Submission
       1. Prior to development and submission of each contract deliverable, a summary document containing a description of the format and content of each deliverable will be delivered to the State Project Manager for review and approval. The summary document must contain, at a minimum, the following:
          1. Cover letter;
          2. Table of Contents with a brief description of the content of each section;
          3. Anticipated number of pages; and
          4. Identification of appendices/exhibits.
       2. The summary document must contain an approval/rejection section that can be completed by the State. The summary document will be returned to the contractor within a mutually agreed upon time frame.
       3. Deliverables must be developed by the contractor according to the approved format and content of the summary document for each specific deliverable.
       4. At a mutually agreed to meeting, on or before the time of delivery to the State, the contractor must provide a walkthrough of each deliverable.
       5. Deliverables must be submitted no later than 5:00 PM, per the approved contract deliverable schedule and must be accompanied by a deliverable sign-off form ***(Attachment, Sample Project Deliverable Sign Off Form)*** with the appropriate sections completed by the contractor.
    3. Deliverable Review
       1. General

1. The State's review time begins on the next working day following receipt of the deliverable.
2. The State's review time will be determined by the approved and accepted detailed project plan and the approved contract.
3. The State has up to five (5) working days to determine if a deliverable is complete and ready for review. Unless otherwise negotiated, this is part of the State's review time.
4. Any subsequent deliverable dependent upon the State's acceptance of a prior deliverable will not be accepted for review until all issues related to the previous deliverable have been resolved.
5. Deliverables determined to be incomplete and/or unacceptable for review will be rejected, not considered delivered and returned to the contractor.
6. After review of a deliverable, the State will return to the contractor the project deliverable sign-offf01m with the deliverable submission and review history section completed.

4.4.3.2 Accepted

* 1. If the deliverable is accepted, the original deliverable sign-off form signed by the appropriate State representatives will be returned to the contractor.
  2. Once the contractor receives the original deliverable sign-off form, the State can then be invoiced for the deliverable***.***

4.4.3.3 Comments/Revisions Requested by the State

If the State has comments and/or revisions to a deliverable, the following will be provided to the contractor:

* + - * 1. The original deliverable sign-off form with an updated entry to the deliverable submission and review history section.
        2. Attached to the deliverable sign-off form will be a detailed explanation of the revisions to be made and/or a marked-up copy of the deliverable.
        3. The State's first review and return with comments will be completed within the times specified in the contract.
        4. The contractor will have five (5) working days, unless otherwise mutually agreed to, for review, acceptance and/or rejection of the State's comments.
        5. A meeting to resolve outstanding issues must be completed within three (3) working days after completion of the contractor's review or a mutually agreed upon time frame.
        6. Agreements made during meetings to resolve issues must be documented separately.
        7. Once an agreement is reached regarding changes, the contractor must incorporate them into the deliverable for resubmission to the State.
        8. All changes must be easily identifiable by the State.

#### Resubmission of the deliverable must occur within five (5) working days or a mutually agreed upon time frame of the resolution of any outstanding issues.

* + - * 1. The resubmitted deliverable must be accompanied by the original deliverable sign-off form.
        2. This review process continues until all issues have been resolved within a mutually agreed upon time frame.
        3. During the re-review process, the State may only comment on the original exceptions noted.
        4. All other items not originally commented on are considered to be accepted by the State.
        5. Once all revisions have been accepted, the original deliverable sign-off form signed by the appropriate State representatives will be returned to the contractor.

O. The contractor must provide one (1) updated and complete master paper copy of each deliverable after approval and acceptance by the State.

P. Once the contractor receives the original deliverable sign-off form, the State can then be invoiced for the deliverable***.***

#### Rejected, Not Considered Delivered

If the State considers a deliverable not ready for review, the following will be returned to the contractor:

* + - * 1. The original deliverable sign-off form with an updated entry to the deliverable submission and review history section.
        2. The original deliverable and all copies with a written explanation as to why the deliverable is being rejected, not considered delivered.
        3. The contractor will have five (5) working days, unless otherwise mutually agreed to, for review, acceptance and/or rejection of the State's comments.
        4. A meeting to discuss the State's position regarding the rejection of the deliverable must be completed within three (3) working days after completion of the contractor's review or a mutually agreed upon time frame.
        5. Resubmission of the deliverable must occur within a mutually agreed upon time frame.
        6. The resubmitted deliverable must be accompanied by the original deliverable sign-off form.
        7. Upon resubmission of the completed deliverable, the State will follow the steps outlined.