

**Request for Quotation
Sandy Integrated Recovery Operations and Management System ("SIROMS")**

**Exhibit 3
Task Order Summary**

RFQ Section	Task	Task Order	Days to be Completed (from Contract Signature)	Liquidated Damages for First 15 Days/for Next 15 Days
3.2.3.1.1	Contractor shall provide a gap solution to capture data and support operations from inception to the point when the IT shared services is in operational format. Data shall be captured in an easily transferable format and shall comply with all applicable regulatory and reporting requirements contained in this RFQ, as directed by the State Contract Manager, or otherwise required by State or federal statutes or regulations.	1	5 days	\$7,500/ \$15,000
3.2.3.1.1	Cloud Computing Business Process Management System	1	45 days	\$7,500/ \$15,000
3.2.3.1.2	BPM Components	1	45 days	\$7,500/ \$15,000
3.2.3.1.2 3.2.3.6.8	Develop, maintain and/or improve the following interfaces with: <ul style="list-style-type: none"> • New Jersey Comprehensive Financial System ("NJCFS"); • New Jersey Economic Development Authority ("NJEDA"); • New Jersey Housing Mortgage and Finance Authority ("NJMHMFA"); • New Jersey Department of Environmental Protection ("NJDEP"); • Superstorm Sandy Housing Incentive Program ("SSHIP"); • Rehabilitation, Reconstruction, Elevation and Mitigation Program ("RREM"); • Small Rental Program. 	1	30 days	\$7,500/ \$15,000
3.2.3.1.2 3.2.3.6.8	Develop, maintain and/or improve the following interfaces with <ul style="list-style-type: none"> • New Jersey Housing Mortgage Finance Agency ("NJHMFA"); and • Other state contractors/Departments enumerated in the Action Plan as may be amended 	1	45 days	\$7,500/ \$15,000
3.2.3.4.5 3.2.3.4.7	The Contractor shall receive and store all information and data required by DRGR for all programs shown in the Action Plan. This information and data shall be in a format that allows its use in completing DRGR Action Plan	1	45 days	\$7,500/ \$15,000

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	requirements, completing DRGR Quarterly Performance Reports, and the request for funds through DRGR			
3.2.3.1.2	The Contractor shall develop and implement a portal to allow State employees, other State contractors, and Departments to access the System, input data, request reimbursements and conduct all other business necessary to the operation of the program	1	45 days	\$7,500/ \$15,000
3.2.3.6.1 3.2.3.6.5	The Contractor shall develop the System to insure that auditable records are created and preserved for future review	1	45 days	\$7,500/ \$15,000
3.4.9	The Contractor shall meet with DCA and ARMS to determine requirements for compliance with this section of the RFQ	1	10 days	\$7,500/ \$15,000
3.2.3.1.2	The Contractor shall provide the ability to feed data to public facing websites, transparency websites, internal and external dashboards.	1	15 days	\$7,500/ \$15,000
3.2.3.3.1	Create and manage a data repository (data warehouse) that is compatible with the State's enterprise data warehouse environment and structure that shall receive data from multiple programmatic systems as well as the prime BPM system	1	45 days	\$7,500/ \$15,000
3.2.3.4.2	Contractor shall develop and maintain a Project plan that details, specific tasks, milestone dates and deliverables	1	15 days	\$7,500/ \$15,000
3.3.6	Contractor shall develop a training plan to be approved by the SCM	1	30 days	\$7,500/ \$15,000
3.2.3.1.2	Contractor shall provide a pre-configured Helpdesk system for tracking issues involving BPM system end-user issues to be resolved by Helpdesk staff.	2	60 days	\$5,000/ \$10,000
3.2.3.1.2	Contractor shall provide a pre-configured system for tracking issues identified by the State for resolution by the Contractor.	2	60 days	\$5,000/ \$10,000
3.2.3.2.4	Establish, manage and maintain the following images of the database <ul style="list-style-type: none"> • Production • Development • Quality Assurance/Testing 	2	60 days	\$5,000/ \$10,000

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	<ul style="list-style-type: none"> • Reporting 			
3.2.3.4.4	Contractor shall submit weekly progress reports	1	immediate	\$7,500/ \$15,000
3.2.3.4.7	Contractor shall design the System to comply with CDBG-DR, State financial practices, government accounting standards, and program requirements. The Contractor shall install adequate financial, program, and management controls to insure system security, integrity, accuracy, accountability, and confidentiality of the data to be processed, stored, and reported. The Contractor shall validate that the System adheres to those principals. This shall include the ability to report on fairness of the presentation of Contractor management's description of the System and the suitability and effectiveness of the design and operation of controls to achieve the objectives of this paragraph and the RFQ. These reports shall also provide the State Contract Manager with the information to ascertain program and Action Plan progress, funding and financial information, and projections for managing the program and complying with CDBG-DR requirements and regulations.	2	75 days	\$5,000/ \$10,000
3.2.3.1.2	Investigate the feasibility of the following interface: SAGE	2	30 days	\$7,500/ \$15,000
3.2.3.1.2 3.2.3.6.8	Develop, maintain and/or improve the following interfaces: DRGR	3	90 days	\$2,500/ \$5,000
3.2.3.4.9	As the State brings in additional State staff, Contractor staff shall train State staff. Staff augmentation needs may come from areas like IT and Financial management	3	90 days	\$2,500/ \$5,000
3.2.3.4.10	Contractor shall outline a plan for ongoing system support	3	90 days	\$2,500/ \$5,000
3.2.3.4.11	Contractor shall outline a plan for and provide software upgrades to core platform	3	90 days	\$2,500/ \$5,000
3.2.3.4.12	Contractor shall provide standardized reports and staff augmentation to provide ad hoc reporting capabilities and data analytics	2	60 days	\$5,000/ \$10,000
3.2.3.4.13	Contractor shall create user documentation and	2	60 days	\$5,000/

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	provide training as needed to State staff and other contractors.			\$10,000
3.2.3.4.14	The Contractor shall benchmark IT performance and propose a Performance Management Plan	3	90 days	\$2,500/ \$5,000
3.2.3.4.14	Contractor shall meet the Expected Service Levels established in the Service Metrics Table in this Section	2	60 days	\$5,000/ \$10,000
3.2.3.6.4	Implement capabilities for resource tracking of: <ul style="list-style-type: none"> • Contractors and state agency grantees. • Grant Budgets • Program Staff • Administrative budgets • Subcontractor Agreements • Administrative projects 	2	60 days	\$5,000/ \$10,000
3.2.3.6.5	Implement capabilities for tracking of processes such as: <ul style="list-style-type: none"> • Grant application submittal, processing, approval and amendments • Request for Payment submission, approval and disbursements • Financial Auditing-system shall have processes and controls that allow for the validation of financial transactions and ensures the integrity of the transaction and the underlying data and documentation. • Monitoring and compliance – system shall possess the ability to provide reporting on compliance of activities with CDBG-DR program regulations 	2	60 days	\$5,000/ \$10,000
3.2.3.6.11	The Contractor shall provide training and knowledge transfer services to State staff	3	90 days	\$2,500/ \$5,000
3.3.5	The Contractor shall provide design documentation for the System in advance to be reviewed and approved by State Contract Manager	1	15 days	\$7,500/ \$15,000
3.3.4	The Contractor shall be responsible for maintaining a quality assurance logs.	2	50 days	\$5,000/ \$10,000
3.4.7	The Contractor shall provide and implement a security plan for the proposed solution. The document shall describe the administrative, physical, technical, and systems controls to be	2	60 days	\$5,000/ \$10,000

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	used by the system and/or services. The Contractor's security plan shall, at a minimum, provide security measures for the following areas: <ul style="list-style-type: none"> • Facilities Physical Security and Environmental Protection • System Security • System Data Security • Network Security • Administrative and Personnel Security • Disaster Recovery Plan • Contingency Plan 			
3.4.7	The Contractor is required to submit their Disaster Recovery plan, identifying locations and systems – to ensure that they can continue to satisfy RFQ requirements within 24 hours, in the event their primary location is rendered unusable. The plan shall detail how the Contractor will ensure that the primary location and/or systems destroyed in such a disaster would be made available to meet the 24 hour time frame	2	60 days	\$5,000/ \$10,000
3.4.7	In the 90 days following award of the Contract resulting from this RFQ, Contractor shall review the current Disaster Recovery Plan, update or rewrite the Plan, and submit the new or updated Plan for the State Project Managers approval	3	90 days	\$2,500/ \$5,000
3.4.7	Each quarter, the Contractor shall conduct a media integrity recovery test from the appropriate backup to demonstrate media integrity and that adequate procedures are in place	3	90 days	\$2,500/ \$5,000
3.4.7	The Contractor shall conduct a disaster recovery test annually to demonstrate media, equipment, personnel, and Disaster Recovery Plan integrity and that adequate procedures are in place. In addition, Contractor shall perform comprehensive testing of each major application annually	4	1 year	\$2,500/ \$5,000
3.4.9	The Contractor shall develop and administer a records retention plan (RRP), which shall comply with Program policies and procedures, State and federal record retention policies, and State and federal laws and/or regulations. The RRP shall comply with all State records storage policies,	2	30 days	\$7,500/ \$15,000

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	which includes but it not limited to the short and long-term housing of physical documents and electronic images (i.e. paper documents, emails, correspondence, training material, and policy and procedures associated with the Program, etc.)			

NOTE: This Exhibit shall not limit the obligations of the Contractor as set forth in the full RFQ.