State of New Jersey
New Jersey Department of
Management and Administration (4210)

Release Purchase Order

T3121 Software Reseller Services

P.O. Date: 9/16/2024

Blanket Order Number
20-TELE-01509:500

SHOW THIS NUMBER ON ALL PACKAGES, INVOICES AND SHIPPING PAPERS.

Agency Ref. # RT 137108

VENDOR

Vendor Number: ▉▉▉▉▉
York Telecom Corporation

1350 Campus Parkway
Suite 202
Wall, NJ 07753
contracts@yorktel.com
732-413-6000

Vendor Alternate ID: ▉▉▉▉▉

Remit Address:
Maria Jensen
1350 Campus Parkway
Wall, NJ 07753
US

Email: accountsreceivable@yorktel.com
Phone Number: (732)413-6000

SHIP TO

▉▉▉▉▉
55 North Willow Street
TRENTON , NJ 08608
US
Email: ▉▉▉▉▉
Phone: ▉▉▉▉▉

BILL TO

▉▉▉▉▉
DOH M&A Accounting & Procurement Unit
H & A Building, 7th Fl, PO BOX 360
Trenton, NJ 08625-0360
US
Email: ▉▉▉▉▉
Phone: ▉▉▉▉▉

INVOICES: Direct invoices in DUPLICATE to the address shown above. TERMS AND CONDITIONS set forth in our Bid or Quotation, on the reverse side hereof or incorporated herein by reference become a part of this

ATTN: ▉▉▉▉▉

Payment Terms: Not Applicable
Shipping Terms: F.O.B., Destination
Freight Terms:
Delivery Calendar Day(s) A.R.O.: 0

Solicitation (Bid) No.:

Item # 1
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 1. Beringer Discovery Sessions with HIT. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 2,839.10	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 2,839.10

Item # 2
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 2. Beringer Discovery Sessions with NJDOH Fiscal. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 1,290.50	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 1,290.50

Item # 3
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 3. Beringer Discovery Sessions with NJDOH Programs (1-10). Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 14,453.60	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 14,453.60

Item # 4
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 4. Beringer Discovery Sessions with NJDOH Programs (11-20).   Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 14,453.60	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 14,453.60

Item # 5
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 5. Beringer Discovery Sessions with NJDOH Programs (21-30). Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 14,453.60	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 14,453.60

Item # 6
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 6. Beringer Discovery Sessions with NJDOH Programs (31-40). Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 14,453.60	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 14,453.60

Item # 7
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 7. Beringer Discovery Sessions with NJDOH Programs (41-50). Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 14,453.60	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 14,453.60

Item # 8
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 8. Beringer Discovery Sessions with NJDOH Leadership Teams. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 2,581.00	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 2,581.00

Item # 9
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 9. Beringer As-Is Process Flows Completed. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 18,067.00	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 18,067.00

Item # 10
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 10. Beringer GAP Analysis Completed. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 2,581.00	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 2,581.00

Item # 11
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 11. Beringer GAP Analysis Completed. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 15,744.10	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 15,744.10

Item # 12
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 12. Beringer Wireframes for New Functionality Completed. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 15,744.10	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 15,744.10

Item # 13
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 13. Beringer Data and Solution Architecture Completed. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 4,903.90	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 4,903.90

Item # 14
Class-Item 208-80

23-T3121-BER01. Beringer GMIS Phase 1 Project. GMIS Milestone 14. Design Document Completed. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 15,486.00	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 15,486.00

Item # 15
Class-Item 208-80

23-T3121-BER001. Beringer GMIS Phase 1 Project. GMIS Milestone 15. Review Sessions with HIT and NJDOH Divisions, Programs, and Units. Quote #: 178006

Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost
1.00	$ 18,583.20	EA	0.00 %	$ 0.00		$ 0.00	$ 0.00	$ 18,583.20

TAX: $ 0.00
FREIGHT: $ 0.00
TOTAL: $ 170,087.90

APPROVED
By: ████████
Phone#: ████████
BUYER

QUOTATION SUMMARY

CUSTOMER: NJ DEPARTMENT OF HEALTH		**QUOTE#:** 178006	**REV#:**
CONTACT: ▓▓▓▓▓▓		**QUOTE SENT DATE:** 08/29/2024	
CITY/STATE/COUNTRY: Newark, NJ UNITED STATES		**ACCT. MANAGER:** LEANNE MOSELLE	
TELEPHONE#:	**FAX#:**	**EMAIL:** ▓▓▓▓▓▓▓▓▓	

DESCRIPTION: NJ T3121 NJ DOH BERINGER GMIS Phase 1 project
TIER 3
CUSTOM AGREEMENT - 23-T3121-BER01
POP: TBD

CUSTOMER NOTE:

CONTRACT#: T3121 20-TELE-01509

FOR: BERINGER GMIS PHASE 1

SOFTWARE:

OEM MODEL	DESCRIPTION	YTC COST	MARKUP%	YTC SELL PRICE	QTY	EXT COST	EXT SELL
GMIS MILESTONE 1	BERINGER DISCOVERY SESSIONS WITH HIT	$2,750.00	3.24	$2,839.10	1	$2,750.00	$2,839.10
GMIS MILESTONE 2	BERINGER DISCOVERY SESSIONS WITH NJDOH FISCAL	$1,250.00	3.24	$1,290.50	1	$1,250.00	$1,290.50
GMIS MILESTONE 3	BERINGER DISCOVERY SESSIONS WITH NJDOH PROGRAMS (1-10)	$14,000.00	3.24	$14,453.60	1	$14,000.00	$14,453.60
GMIS MILESTONE 4	BERINGER DISCOVERY SESSIONS WITH NJDOH PROGRAMS (11-20)	$14,000.00	3.24	$14,453.60	1	$14,000.00	$14,453.60
GMIS MILESTONE 5	BERINGER DISCOVERY SESSIONS WITH NJDOH PROGRAMS (21-30)	$14,000.00	3.24	$14,453.60	1	$14,000.00	$14,453.60
GMIS MILESTONE 6	BERINGER DISCOVERY SESSIONS WITH NJDOH PROGRAMS (31-40)	$14,000.00	3.24	$14,453.60	1	$14,000.00	$14,453.60
GMIS MILESTONE 7	BERINGER DISCOVERY SESSIONS WITH NJDOH PROGRAMS (41-50)	$14,000.00	3.24	$14,453.60	1	$14,000.00	$14,453.60
GMIS MILESTONE 8	BERINGER DISCOVERY SESSIONS WITH NJDOH LEADERSHIP TEAMS	$2,500.00	3.24	$2,581.00	1	$2,500.00	$2,581.00
GMIS MILESTONE 9	BERINGER AS-IS PROCESS FLOWS COMPLETED	$17,500.00	3.24	$18,067.00	1	$17,500.00	$18,067.00
GMIS MILESTONE 10	BERINGER GAP ANALYSIS COMPLETED	$2,500.00	3.24	$2,581.00	1	$2,500.00	$2,581.00
GMIS MILESTONE 11	BERINGER GAP ANALYSIS COMPLETED	$15,250.00	3.24	$15,744.10	1	$15,250.00	$15,744.10
GMIS MILESTONE 12	BERINGER WIREFRAMES FOR NEW FUNCTIONALITY COMPLETED	$15,250.00	3.24	$15,744.10	1	$15,250.00	$15,744.10
GMIS MILESTONE 13	BERINGER DATA AND SOLUTION ARCHITECTURE COMPLETED	$4,750.00	3.24	$4,903.90	1	$4,750.00	$4,903.90
GMIS MILESTONE 14	DESIGN DOCUMENT COMPLETED	$15,000.00	3.24	$15,486.00	1	$15,000.00	$15,486.00
GMIS MILESTONE 15	REVIEW SESSIONS WITH HIT AND NJDOH DIVISIONS, PROGRAMS, AND UNITS	$18,000.00	3.24	$18,583.20	1	$18,000.00	$18,583.20
						TYPE TOTAL:	$170,087.90

SYSTEM TOTAL: *$170,087.90*

TOTAL FOR QUOTE# 178006 : $170,087.90

QUOTATION SUMMARY

* OPTION(S) ---

NO OPTION SELECTED

From: ▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌
Sent: Tuesday, August 27, 2024 4:00 PM
To: Handler, Bradley <Bradley.Handler@dell.com>; State of New Jersey <TeamNJ@insight.com>;
NJstart <njstart@yorktel.com>; NJGOV <NJGOV@cdwg.com>
Cc: ▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌ Erica Foley <efoley@beringer.net>; Giancarlo
DeCristofaro <gdecristofaro@beringer.net>
Subject: Request for quote - Beringer - GMIS Phase 1 project

To T3121 resellers,

Please provide the NJ Department of Health (DOH) with a quote for the GMIS Phase 1 project

Vendor: Friedomtech LLC dba Beringer Technology Group
Product: See attached SOW "NJDOH Beringer GMIS Phase 1 SOW_v3.1.pdf"

On the quote, please include the following:

1. Your T3121 contract number
2. Product Description
3. Price of the service
4. % discount or % mark-up
5. State's price
6. Terms of service
7. Beringer custom agreement 23-T3121-BER01

The quote should be valid for at least 60 days, and a response is requested by **noon** on
Wednesday **September 4**, **2024**.
Please reply with a "no-bid'" response if you will not be providing a quote.

Beringer contacts are copied, Giancarlo DeCristofaro gdecristofaro@beringer.net and Erica
Foley efoley@beringer.net.
Please contact the rep if there are questions.

Thank you.

▌▌▌▌▌▌▌▌▌▌▌
IT Procurement
NJ Department of Health
Office of Health Information Technology (HIT)
55 North Willow – 2nd Floor – Trenton, NJ 08625
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MICROSOFT POWER PLATFORM CONSULTING

GMIS Application

AUGUST 25, 2024
T3121 AGREEMENT NUMBER – 23-T3121-BER01

Prepared for:
State of New Jersey
Department of Health
Health Information Technology

1. Revision and Signoff Sheet

Date	Author	Version	Change reference
8/1/2024	Giancarlo DeCristofaro	Draft	Document Created
8/9/2024	Giancarlo DeCristofaro	Draft v2	Updated Scope and Milestone Schedule
8/25/2024	Erica Foley	Draft v3	Incorporated NJ DOH Feedback

Client Review

Name	Version approved	Position	Date

2. Table of Contents

3. Executive Summary

The New Jersey Department of Health's (NJDOH) priority is improving population health by strengthening New Jersey's health system. The Department's five branches, Public Health Services, Health Systems, Integrated Health, Office of Population Health and the Office of Policy and Strategic Planning work collaboratively toward that goal. Population health focuses on keeping healthy New Jerseyans well, preventing those at risk from getting sick, and keeping those with chronic conditions from getting sicker. Population health promotes prevention, wellness, and equity in all environments, resulting in a healthy New Jersey.

The Health Information Technology Program (HIT) supports the IT infrastructure of NJDOH and IT initiatives for NJ Healthcare providers.

NJDOH is responsible for ensuring federal grant monies received is spent according to provisions of each grant. The tracking of expenditures is critical and must stand up to audit. Since receiving grant money from the CDC for COVID-19 related activities, there has been an increased need for a more robust tracking methodology and technology. Currently, grants are tracked via various divisional MS Excel spreadsheets and by running Business Objects reports against the New Jersey Comprehensive Financial System (NJCFS) data. Divisions, programs, and/or units may have different methods for tracking; however, the goal is the same, ensure expenditures stay within budget allocated and stay within provisions of the grant.

HIT has implemented a Grant Monies Information System (GMIS) application built on Microsoft's Power Platform to manage its own grant monies. This GMIS application can serve as a foundation for an enhanced, future application that can be utilized by any NJDOH Division, Program, or Office to manage federal grant monies they are responsible for.

Beringer Technology Group (Beringer) is proposing a Discovery, Planning, and Design engagement as Phase 1 to accomplish NJDOH's objective of providing a comprehensive system to manage grant monies across the Department. The system requirements for managing grant monies for the many Divisions, Programs, and Offices within NJDOH is unknown and will require meeting with each group individually and documenting processes into a unified set of feature requirements, analysis, and feasibility assessments. Once this Phase 1 engagement is complete, Beringer can deliver a complete and accurate Scope of Work to implement the enhanced GMIS application that will encompass all the feature functionality needed by the Department. This project is being proposed as a Firm Fixed Price and billed on a Milestone Schedule.

Microsoft's Power Platform provides an extensible platform that lets professional developers programmatically interact with data and metadata, apply business logic, create custom connectors, and integrate with external data. The platform uses Microsoft's Dataverse as the secure and integrated data repository, built in Microsoft's Government Community Cloud.

Significant benefits to utilizing Power Platform for NJDOH's GMIS application include:

- **Proven Platform** – Developed and maintained by Microsoft, the leader in business software, and hosted in the trusted Microsoft Azure Government Cloud
- **Widely Supported** – The platform is supported worldwide by both Microsoft as well as a large partner network. This significantly reduces risk.

- **Integrations Built-in** – Power Platform offers built in integrations with the Microsoft ecosystem and functionality for flexible custom integrations. Microsoft Dataverse is built on the Common Data Model, includes hundreds of pre-built connectors, and allows for custom integrations to suit future needs.
- **Functionality Built-in** – Power Platform offers web portal functionality and portal administration/management through the Power Portal, eliminating the need to custom develop core portal features. Both offer a wide range of modular and extensible functionalities available for flexible custom development.
- **Workflow** – Power Platform includes a comprehensive workflow module that enables automation of functions, such as email notifications or automatic record assignment versus using custom development.

Beringer Technology Group has helped organizations across the world implement powerful, flexible, and cost-effective technology solutions since 1993. Beringer is an approved vendor on the T3121 for Software Services in the State of NJ – Agreement #23-T3121-BER01. Building upon the foundation of Microsoft's world-class software, our project methodology helps businesses plan and implement solutions that drive long-term success and return on investment. Our deep experience implementing and supporting Microsoft solutions assures rapid time to value and best practice enforcement.

Beringer Technology Group is a Certified Microsoft Solutions Partner for Business Applications, representing the highest level of competence and expertise with Microsoft technologies, and the closest working relationship with Microsoft. On behalf of our team at Beringer Technology Group, we thank you for the opportunity to provide you with this proposal. We take the trust and confidence you place in us very seriously. We are committed to a successful project and a continued long-term partnership with NJDOH.

4. Project Lifecycle

4.1 Lifecyle

Beringer Technology Group implementation methodology is comprised of steps designed to ensure delivery of a solution which meets the business needs of our clients. The intent of our methodology is to provide a structured, collaborative management approach designed to control the elements of planning, scheduling, communication, delivery, and issue resolution.

This Scope of Work encompasses the first component of the Project Lifecycle: Discovery, Planning, & Design.

4.2   Project Timeline

The project will be divided into Steps as depicted below. This timeline is a representation of a potential timeline for your project. This timeline begins with the Discovery & Planning and goes through Design and Phase 2 Scope Delivery. The expected timeline for this project is 12 – 16 weeks. This timeline is dependent on availability of NJDOH stakeholders for Discovery and Planning sessions and Review sessions.

	WEEKS														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
NJDOH GMIS Planning Engagement															
Discovery & Planning Sessions															
Design & Documentation															
Deliverable Reviews w/NJDOH															

5. Project Scope

A well-defined scope of work combined with an approach based on a proven methodology is the key to success for any project. The first step to any project is to create a detailed project specification and final scope of work which will be the foundation to which the solution is developed. The proposed scope and approach for this implementation is outlined in the following sections.

The key steps of the Project are as follows:

Step 1 – Discovery & Planning

- Work with HIT for direct access into the existing GMIS Application
- Conduct Discovery & Planning Sessions with HIT and identified NJDOH Divisions, Programs, and Units
  - HIT session(s) for review and documentation of existing GMIS application and underlying architecture, NJCFS application, and ReqTrack application
    - Compile existing GMIS application features and functionality
    - Review and document the current Grant Management process
    - Capture any new functional and reporting improvements to existing application for HIT Grants
  - NJDOH Divisions, Programs, and Units Sessions
    - Review and document the Grant Management process for each group
    - Compile functional and reporting requirements from each group
  - NJDOH Fiscal Session(s)
    - Review current Reporting process and requirements for the enhanced application
  - NJDOH Leadership Sessions
    - Review Reporting and Executive Dashboard requirements for Senior Leadership at NJDOH and HIT
- Compile all Discovery information

Step 2 – Design

- Create and deliver full Design Document to HIT, which will include:
  - Business and Functional Requirements
  - Gap Analysis
  - As-Is/To-Be Process Flows
  - Wireframes for new requirements
  - Data and Solution Architecture
- Conduct Review Sessions with HIT, NJDOH Senior Leadership, NJDOH Fiscal, and NJDOH Divisions, Programs, and Units individually:
  - Step through the relevant sections of the Design Document with each group
  - Compile feedback and adjust Design Document as needed
  - Conduct additional sessions as needed.
- Finalize Design Document

- Reconcile conflicting or incomplete requirements
- Deliver Final Design Document to HIT for Signoff

Step 3 – Phase 2 Scope of Work Delivery

- Develop a detailed Fixed Priced Scope of Work to include:
  - All functional and reporting enhancements in the approved Design Document
  - System testing and UAT testing
  - Data migration of existing data from original system
  - Data entry of Grant information including Grant records, related information and Grant line details
  - Scheduled development reviews via a series of Conference Room Pilot sessions
  - Rolling deployment and Go Live plan
  - End User and Admin Training with Training Documentation
- Provide HIT with Cost Estimates for future Maintenance, Support, and Upgrades

6. Discovery & Planning

A well-defined scope is the key to success for any software implementation. Beringer's Discovery and Planning methodology will generate a comprehensive picture of the requirements for the new GMIS application and a foundation for an accurate analysis and design to be developed and provided in Step 2 of this project.

HIT - Discovery & Planning Sessions

Beringer will provide up to 4 hours with two Beringer Resources to conduct Discovery and Planning Sessions with HIT. The sessions will cover the current grant management process and requirements, and any necessary reporting for leadership or front-line employees. The existing GMIS application will be reviewed comprehensively to document all features, functionality, integrations, and reporting capabilities. The current GMIS application analysis will serve as the benchmark for the Gap Analysis to be delivered at the end of this project.

Beringer will compile any new functional or reporting enhancements requested by HIT to support or improve their current process.

These sessions can take place remotely or in person at a NJDOH office or Beringer's main office in Maple Shade, NJ.

Divisions, Programs, and Offices – Discovery & Planning Sessions

Beringer will provide up to 2 hours with two Beringer Resources to conduct Discovery and Planning Sessions with each NJDOH Division, Program, and Office included in this project. The sessions will cover the current grant management process and requirements, current tools, and any necessary reporting for leadership or front-line employees.

Beringer will discuss and document future-state requirements for each NJDOH group to improve efficiency and accuracy in their grant management process and address current pain-points.

There will be 50 Divisions, Programs, and Offices included in this project. Each group, and primary contact, will be identified by NJDOH and provided to Beringer prior to project kick-off.

NJDOH Fiscal – Discovery & Planning Sessions

Beringer will provide up to 2 hours with two Beringer Resources to conduct Discovery and Planning Sessions with NJDOH Fiscal. The sessions will cover the current grant reporting requirements, current tools, and any necessary reporting for leadership or front-line employees.

Beringer will discuss and document future-state reporting requirements and functionality in the context of the enhanced GMIS application.

A primary contact at NJDOH Fiscal will be identified by NJDOH and provided to Beringer prior to project kick-off.

NJDOH Senior Leadership – Discovery & Planning Sessions

Beringer will provide up to 1 hour with two Beringer Resources to conduct Discovery and Planning Sessions with NJDOH Senior Leadership, including the NJDOH Commissioner, Chief of Staff, and HIT CIO. Beringer will conduct sessions individually to limit the scheduling constraints for the client, unless otherwise requested by the client.

The sessions will cover requests and requirements for Reporting and Executive Dashboards that will roll up grant data from all grants in the new GMIS application.

Contacts will be provided by NJDOH to coordinate scheduling.

Beringer will compile all the Discovery & Planning information created during this Step, along with information gathered during pre-project discovery, to create the comprehensive Design Document in Step 2.

7. Design

Beringer will incorporate the information compiled during Discovery & Planning to create a comprehensive Design Document. The Design Document will include the current state process and tools across all groups included in the project and a proposed future-state design for the enhanced GMIS application. Beringer will then review the relevant sections of the document with stakeholders at all groups individually to refine and finalize the document.

The Design Document will include:
- Business and Functional Requirements broken out by group and compiled into a repository of feature/functionality to be included in the enhanced GMIS application.
- Gap Analysis with the current feature/functionality of the GMIS application and enhancements that will need to be incorporated in the future-state GMIS application.
- As-Is and To-Be Process Flows for each group included in the project.
- Wireframes to cover new functionality to be incorporated in the enhanced GMIS application.
- Data/Solution Architecture of the current GMIS application and the future enhanced GMIS application. This will include the recommended Dynamics 365 module for the enhanced GMIS application.

Sections of the Design Document will be delivered to HIT as completed as outlined in the Milestone schedule.

Once the draft of the comprehensive Design Document has been completed by Beringer, Beringer will lead a series of review sessions with each group included in this project to step through the relevant sections and solicit feedback. The sessions with each group will be up to 1 hour in length with two Beringer resources.

Beringer will then compile all the feedback and adjust the Design Document as needed. If necessary, Beringer may conduct additional sessions with specific groups.

Beringer will finalize the Design Document and deliver it to HIT for final review, sign-off and approval.

8. Phase 2 SOW Delivery

Once the Design Document has been finalized, Beringer will develop a Phase 2 Scope of Work. The Phase 2 Scope of Work will incorporate all the enhancements documented in Phase 1, a full testing plan, data migration and data entry, user guides per unit, Training and User Adoption, and Training documentation.

A second SOW will be provided for ongoing Support and Proactive Management of the GMIS application and end users.

9. Project Deliverables

The following deliverables will be developed and leveraged throughout the project:

Milestone	Deliverable	Acceptance Criteria	Effort	Cost
1	Discovery Sessions with HIT	Discovery Sessions with HIT completed by Beringer. Business and Functional Requirements delivered to NJDOH	11	$2,750
2	Discovery Sessions with NJDOH Fiscal	Discovery Sessions with NJDOH Fiscal completed by Beringer. Business and Functional Requirements delivered to NJDOH	5	$1,250
3	Discovery Sessions with NJDOH Programs (1-10)	Discovery Sessions with NJDOH Programs (1-10) completed by Beringer. Business and Functional Requirements delivered to NJDOH	56	$14,000
4	Discovery Sessions with NJDOH Programs (11-20)	Discovery Sessions with NJDOH Programs (11-20) completed by Beringer, Business and Functional Requirements delivered to NJDOH	56	$14,000
5	Discovery Sessions with NJDOH Programs (21-30)	Discovery Sessions with NJDOH Programs (21-30) completed by Beringer, Business and Functional Requirements delivered to NJDOH	56	$14,000

Milestone	Deliverable	Acceptance Criteria	Effort	Cost
6	Discovery Sessions with NJDOH Programs (31-40)	Discovery Sessions with NJDOH Programs (31-40) completed by Beringer. Business and Functional Requirements delivered to NJDOH	56	$14,000
7	Discovery Sessions with NJDOH Programs (41-50)	Discovery Sessions with NJDOH Programs (41-50) completed by Beringer, Business and Functional Requirements delivered to NJDOH	56	$14,000
8	Discovery Sessions with NJDOH Leadership Teams	Discovery Sessions with NJDOH Leadership Teams completed by Beringer. Business and Functional Requirements delivered to NJDOH	10	$2,500
9	As-Is Process Flows Completed	As-Is Process Flows completed by Beringer and delivered to NJDOH	70	$17,500
10	Gap Analysis Completed	Gap Analysis completed by Beringer and delivered to NJDOH	10	$2,500
11	To-Be Process Flows Completed	To-Be Process Flows completed by Beringer and delivered to NJDOH	61	$15,250
12	Wireframes for New Functionality Completed	Wireframes for New Functionality completed by Beringer and delivered to NJDOH	61	$15,250
13	Data and Solution Architecture Completed	Data and Solution Architecture completed by Beringer and delivered to NJDOH	19	$4,750
14	Design Document Completed	Design document completed by Beringer and delivered to NJDOH	60	$15,000
15	Review Sessions with HIT and NJDOH Divisions, Programs, and Units	Review Sessions with HIT, NJDOH Fiscal, NJDOH Leadership, and NJDOH Divisions, Programs, and Units completed by Beringer. Final Design Document delivered to NJDOH.	72	$18,000
Total			**659**	**$164,750**

10. Deliverable Acceptance

- Beringer will provide an Acceptance Certificate to the NJDOH Project Manager or an alternate designated by NJDOH as each Milestone of the project is completed. Acceptance Certificates will include the phase and all applicable deliverable(s) provided.
- NJDOH will be responsible for either accepting or rejecting the Acceptance Certificate within three business days. If rejecting, a reason for rejection is required.
- Beringer will address items not meeting with NJDOH approval in a manner to be mutually agreed upon.
- If an Acceptance Certificate is delivered but not acted upon (either accepted or rejected) by NJDOH within three business days, the Certificate will be deemed as Accepted.

11. Areas Outside of Scope

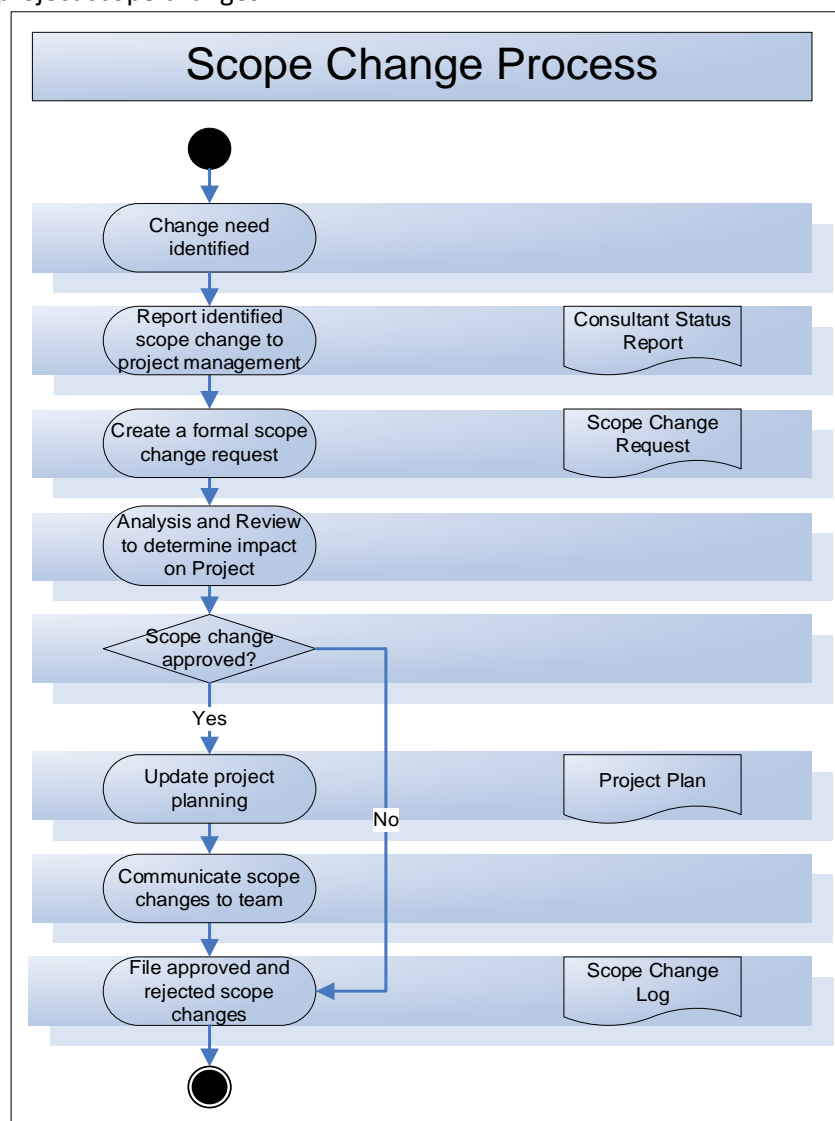The following are not included in the scope of this proposal:

- Anything that is not listed in the previous "Project Scope" section of this document.

- Desktop OS installation, upgrades, or service pack maintenance to meet minimum product operating requirements.

- Server OS installation, upgrades, or service pack maintenance to meet minimum product operating requirements.

- Hardware procurement and installation.

- Remote connectivity infrastructure.

- Redesign of supporting technologies architecture (AD, Exchange, SQL, IIS) is not estimated, additional time would be needed and will be estimated separately

- Organizational Change Management.

- Implementation of any of the tools discussed in this project.

12. Scope Change Process

Changes to the scope of the project will be considered after a request is submitted by HIT and may require additional professional services which could impact the overall timeline of the project. Any change to the scope will require a review by Beringer and HIT to determine any impact to the established project timeline, resources, and budget. A change in scope that impacts the project timeline or resources, may require a Change Order. **Any Change Order that results in an increase in cost from the original PO MUST have a new PO in place before those additional changes can be started**.

The scope change process is a defined process for how to manage scope changes as an ongoing management activity. The process includes identification and tracking of potential changes, the approvals or rejection of proposed changes and the updating of planning and documentation.

An example process for project scope changes:

Scope Change Process

- Change need identified
- Report identified scope change to project management — Consultant Status Report
- Create a formal scope change request — Scope Change Request
- Analysis and Review to determine impact on Project
- Scope change approved?
  - Yes → Update project planning — Project Plan
    - Communicate scope changes to team
    - File approved and rejected scope changes — Scope Change Log
  - No → File approved and rejected scope changes — Scope Change Log

13. Roles & Responsibilities

Below is a listing of Roles and Responsibilities for the Applicant Tracking System and Portal Project Planning Engagement. Beringer will work with HIT to refine or redistribute HIT Roles and Responsibilities if requested.

Beringer Project Lead
- Establish and manage the Beringer Project Team
- Direct the Beringer project team toward business goals
- Create, monitor, and manage the Scope of Work
- Monitor and communicate project performance
- Conduct weekly Project Status Meetings, and ad hoc meetings, with NJDOH Team
- Manage Change Requests
- Provide QA and control over the Beringer project team
- Work with NJDOH Project Manager and Beringer project team to produce Project Schedule, Project Deliverables per this Scope of Work, and engage NJDOH resources
- Risk Mitigation, issue resolution, interpret issues and recommend resolution
- Facilitate Discovery & Planning and Review Sessions
- Provide Milestone Acceptance Certificates for customer sign-off

Beringer Business Analysist/Solution Architect
- Work with NJDOH Project Manager to engage NJDOH resources
- Participates in Discovery & Planning and Review Sessions
- Develop Design Documents
- Develop Statement of Work

Beringer Sales Representative
- Perform Account Management duties
- Assist in Issue Resolution where necessary

NJ Department of Health Executive Sponsor
- Overall project owner and champion

NJ Department of Health Health Information Technology Project Manager
- Approves Scope of Work
- Direct the project towards business goals
- Approves any changes to the plan, scope, or timeline
- Works with Beringer Project Lead to resolve project issues
- Acts as vocal project champion
- Identify IT, Project Team and End User participants and ensure they perform their responsibilities
- Participate in Design & Planning and Review Sessions
- Participate in status calls/meetings

- Communicate issues to Beringer Project Team
- Assist in issue resolution where necessary

NJ Department of Health IT Team Member(s)
- Participate in Discovery & Planning and Review Sessions as needed

NJ Department of Health Project Team
- Participate in Discovery & Planning and Review Sessions as needed

NJ Department of Health End Users
- Participate in Discovery & Planning and Review Sessions as needed

Additional roles will be identified and included in the Phase 2 SOW. Beringer will plan to engage additional project team members to staff Phase 2 wherever possible to reduce the length of the Phase 2 timeline.

14. Assumptions

- Our project assumes access to the Client Project Team. Client Project Team members like Steering Team Members, Executive Sponsors, Business Decision Makers, Key Users, and IT Members will participate as planned for the project. Inadequate access may cause delays in the project schedule.

- Beringer Technology Group will commit qualified and experienced resources to this project. HIT will need to do the same. The project team members need access necessary to perform job functions, both on-site and remote, to the necessary technical environments, applications, and internet.

- All documentation will be done using US English language.

- Beringer is not the manufacturer of the application(s) discussed herein. The only warranties offered are those of the manufacturer, not Beringer. In purchasing the application(s), NJDOH is relying on the manufacturer's specifications only.

- Beringer will require accurate contact information for all Divisions, Programs, and Offices included in the project.

- NJDOH will assist with scheduling sessions if any contact is non-responsive.

- NJDOH will provide knowledgeable resources (subject matter experts) to assist in the evaluation of software tools relevant to this project, including NJCFS, ReqTrack, and the current GMIS application.

- NJDOH will facilitate direct access to the current GMIS application to Beringer for evaluation purposes.

- Beringer will provide, as part of the Design Document, a list of the necessary Microsoft License SKUs and Quantities required for Phase 2 of this project.

- Status Meetings will be conducted weekly, unless mutually agreed upon by Beringer and NJDOH. Status meetings should include the client Project Manager and Project Team. Additional Beringer technical resources and NJDOH stakeholders will attend if needed.

  - Project Status Reports will be provided to the NJDOH Team prior to each weekly Status Meeting. Each Status Report will cover:
    - Overall Project Status, Project Deliverables, Activities Completed, Activities Planning, Key Decisions and Changes, High Priority Tasks, Risks and Mitigation Plans, Issues and Action Plans, Project Timeline, and Milestone Tracking
  - Status Meeting Minutes will be provided after each Project Status Meeting

NJ Department of Health – Microsoft Power Platform Consulting   Page | 19
Beringer Technology Group 612 E Woodlawn Ave, Maple Shade, NJ 08052 Phone: 800.796.4854 Fax: 800.917.2056 Web: www.beringer.net
Agreement Number 23-T3121-BER01

15. Investment Summary

Professional Services	Quantity	Extended
Fixed Price Professional Services for the Implementation of proposed Applicant Tracking System and Portal	**1**	**$164,750**
Professional Services Total		**$164,750**

Services will be billed in accordance with the Milestone Payment Schedule outlined in Sections 9 and 16 under **Agreement Number 23-T3121-BER01.**

Any change order that results in an increase in cost from the original PO MUST have a new PO in place before those additional changes can be started. **Beringer will use a blended rate of $250.00 per hour** for any additional work requested under a separate PO.

16. Milestone Acceptance Schedule

Milestone	Deliverable	Acceptance Criteria	Effort	Cost
1	Discovery Sessions with HIT	Discovery Sessions with HIT completed by Beringer. Business and Functional Requirements delivered to NJDOH	11	$2,750
2	Discovery Sessions with NJDOH Fiscal	Discovery Sessions with NJDOH Fiscal completed by Beringer. Business and Functional Requirements delivered to NJDOH	5	$1,250
3	Discovery Sessions with NJDOH Programs (1-10)	Discovery Sessions with NJDOH Programs (1-10) completed by Beringer. Business and Functional Requirements delivered to NJDOH	56	$14,000
4	Discovery Sessions with NJDOH Programs (11-20)	Discovery Sessions with NJDOH Programs (11-20) completed by Beringer, Business and Functional Requirements delivered to NJDOH	56	$14,000
5	Discovery Sessions with NJDOH Programs (21-30)	Discovery Sessions with NJDOH Programs (21-30) completed by Beringer, Business and Functional Requirements delivered to NJDOH	56	$14,000
6	Discovery Sessions with NJDOH Programs (31-40)	Discovery Sessions with NJDOH Programs (31-40) completed by Beringer. Business and Functional Requirements delivered to NJDOH	56	$14,000
7	Discovery Sessions with NJDOH Programs (41-50)	Discovery Sessions with NJDOH Programs (41-50) completed by Beringer, Business and Functional Requirements delivered to NJDOH	56	$14,000
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Milestone	Deliverable	Acceptance Criteria	Effort	Cost
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Total			659	$164,750

17. SOW Client and Provider

Client:

NJ Department of Health
Office of Health Information Technology
PO Box 360
Trenton, NJ 08625-0360

Provider:

Friedomtech LLC, d/b/a
Beringer Technology Group
612 E Woodlawn Ave
Suite 200
Maple Shade, NJ 08052

Please Note: The signing of this SOW does not result in Project Acceptance by the State of NJ. Any project under the T-3121 agreement must go through the proper procurement process before it can commence.