INVITATION TO BID	LSU	**BID DUE DATE AND TIME**
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		06/16/2006 11:00 AM **CT**

SOLICITATION 000000743 VENDOR # VENDOR NAME AND ADDRESS	RETURN BID TO Louisiana State University Purchasing Office 213 Thomas Boyd Hall Baton Rouge, LA 70803 BUYER Marie C. Frank, MPA BUYER PHONE (225) 578-2035 ISSUE DATE 05/15/2006

TITLE: DMS CONSULTANT FOR NCBRT

To Be Completed By Bidder

1. _____ "No Bid" (sign and return this page only).
2. _____ My Company does not wish to receive future solicitations for this commodity code.
3. Specify your Delivery: To be made within _____ days after receipt of order.
4. Specify your Payment Terms: _____.
   Prompt payment cash discounts for less than 30 days and less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken, but will not be considered in determining awards.
5. Specify your Bid Reference Number: _____.
   (This number will appear on any resulting order or contract.)

General Instructions to Bidders

1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing LSU Campus/Department at the "Return Bid To" address stated above, until the specified due date and time.
2. Bids must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the bid must be: (1) a current corporate officer, partnership member, or other individual specifically authorized to submit a bid as evidenced in the appropriate records filed with the Louisiana Secretary of State; or (2) an individual authorized to bind the vendor as evidenced by a corporate resolution, certificate or affidavit; or (3) other documents indicating authority which are acceptable to the public entity.
3. Read the entire solicitation, including all terms, conditions and specifications.
4. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the bidder.
5. Bid prices shall include all delivery charges paid by the vendor, F.O.B. LSU Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment.
6. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695.
7. By signing this solicitation, the bidder certifies compliance with all general instructions to bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.

BIDDER (Name of Firm)	MAILING ADDRESS
AUTHORIZED SIGNATURE	CITY, STATE ZIP
PRINTED NAME	PHONE #
TITLE	FAX #
E-MAIL	FEDERAL TAX ID #

LSU IS AN EQUAL OPPORTUNITY/ACCESS UNIVERSITY

STATE OF LOUISIANA

Louisiana State University
National Center for
Biomedical Research and Training

REQUEST FOR PROPOSALS

FOR

Data Management System Ops and Plans Modules

May 12, 2006

Solicitation # 000000743

1.0. GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by Louisiana State University, National Center for Biomedical Research and Training, (herein referred to as the "NCBRT" or "University") for the purpose of developing a custom-developed intranet application system that will be termed Data Management System (DMS).

1.2 Scope of Services

The scope of services is detailed in Attachments I, V, and VI. Attachment I - Requirements Document serves as the definition of the scope of work for the development of the system. It includes an analysis of the current situation and a proposed solution that addresses the issues faced by NCBRT. Attachment V defines the DMS Data Elements. Attachment VI, the Entity Relationship Diagram, is also available from the RFP Coordinator as an electronic document.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about ***August 1, 2006.*** The University has the right to contract for up to three years upon approval.

2.2 RFP Coordinator

Requests for copies of the RFP and written questions must be directed to the RFP Coordinator listed below:

Marie C. Frank, MPA
Associate Director
LSU Purchasing
213 Thomas Boyd Hall
Baton Rouge, Louisiana 70803
Phone: (225) 578-2176
Fax: (225) 578-2292
Email: mfrank@lsu.edu

This RFP is available in electronic form at http:///wwwsrch2doa.la.gov/osp/lapac/pubmain.asp in PDF format or in printed form by submitting a written request to the RFP Coordinator.

2.3 Proposer Inquiries

The University will consider written proposer inquiries regarding RFP requirements before the date specified in the Calendar of Events. The University reserves the right to modify the RFP should a change be identified that is in the best interest of the University.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the above address or via fax at (225) 578-2292 by 4:00 p.m. CST on the date specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be posted by May 29, 2006 at http:///wwwsrch2doa.la.gov/osp/lapac/pubmain.asp as an addendum to the RFP.

Only Marie C. Frank has the authority to officially respond to proposer's questions on behalf of the University. Any communications from any other individuals are not binding to the University.

2.4 Calendar of Events

Event	Date
Advertise RFP	May 16, 2006
Deadline for receiving proposer inquiries	May 26, 2006
Issue responses to proposer inquiries	May 29, 2006
Proposal submission deadline	June 16, 2006
Announce Award of "Successful Proposer"	June 26, 2006
Contract execution	August 1, 2006

NOTE: The University reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1 Proposal Response Location

Proposers who are interested in providing consulting services under this RFP must submit a proposal containing the information specified in Section 4.0. The fully completed proposal with original signatures by an authorized representative must be received in hard copy (printed) version by the RFP Coordinator designated above by the deadline date specified in the Calendar of Events. Fax or e-mail submissions are not acceptable.

It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

3.2 Qualifications of Proposer

In an effort to attract a qualified firm for this contract, the following is provided to justify mandatory qualifications:

1. NCBRT's entire infrastructure from the first server to the desktop operating system is Microsoft technology.
2. The heart of this RFP is Microsoft SharePoint with the remaining technology either a direct dependency or tightly integrated with SharePoint.
3. A firm that stresses knowledge of their workers demonstrates that knowledge through certification.
4. A firm that partners with Microsoft demonstrates their belief and understanding of Microsoft technology through their partnership.
5. A firm who has worked with a Homeland Security entity understands the requirements from the Department of Homeland Security.
6. Project management commitment and utilization of those tools are at the heart of the project completion.
7. Demonstrating an understanding of the Learning management process is at the core of NCBRT's database and applications.
8. NCBRT prefers not to have the work subcontracted to another company because of accountability issues.

Proposers of this RFP must meet the following qualifications:

<u>Client General Experience</u>:

1. Homeland Security (not particularly DHS, just some aspect of Homeland Security)
2. Successfully completed a MS SharePoint development project greater than $ 250,000

<u>Microsoft Experience</u>:

1. Consulting experience with the following MS Technologies:
    a. Windows Server 2003
    b. SQL Server
    c. Windows SharePoint Services (WSS)
    d. SharePoint Portal Server (SPS)
    e. Project Enterprise Server
    f. Exchange Server
    g. Internet Information Server version 6 and/or 7
    h. Microsoft Reporting Services
2. Current employees with the following MS Certifications:
    a. Microsoft Certified Systems Engineer (MCSE)
    b. Microsoft Certified Database Administrator (MCDBA)
    c. Microsoft Certified Solution Developer (MCSD)
3. Development approach must utilize the Microsoft Solutions Framework (MSF)

Learning Management experience (Proposer must have one of these)

1. Firm must be a Technical Education Center that teaches technology, or

2. Have completed a SharePoint or database project for a client that has education/training as a major component of their organization, or
3. Have direct experience with delivery of eLearning content

Management of this project

1. A present full time employee of the firm will be assigned as the active project manager for the NCBRT project
2. No more than 20% of the project will be sub-contracted to another firm

It is **desired** that the Proposer of this RFP demonstrates the following qualifications:

Experience:

1. Federal Government Contracting
2. Serve over 250 clients per year
3. Partnering – Should be one of the following:
    a. Microsoft Partner
    b. Microsoft Gold Partner
    c. Microsoft National System Integrator
4. MS Technology should play a major role in internal management of the consultant's business.

Project Management

1. Should use a formalized end-to-end Quality & Productivity (QP) process
2. Should utilize industry standards and tools from the Project Management Institute (PMI) or similar standards
3. Should have present employees who have earned industry recognized project management certifications such as Project Management Professional (PMP) or similar certifications.

3.3 Determination of Responsibility

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34: 136. The University must find that the proposer:

- ✓ Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- ✓ Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them'
- ✓ Is able to comply with the proposed or required time of delivery or performance schedule;
- ✓ Has a satisfactory record of integrity, judgment, and performance; and
- ✓ Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the University to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.

3.4 RFP Addenda

University reserves the right to change the Calendar of Events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.5 Waiver of Administrative Informalities

The University reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

3.6 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the University to award a contract. The University reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the University's best interest.

3.7 Withdrawal and Re-submission of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.8 Subcontracting Information

The University shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the RFP, proposal, or and/or contract. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor including percentage of work. Information required of the proposer under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with the University, the prime contractor shall not contract with any other party for furnishing any of the work and professional services herein contracted for without the express written approval of the University.

3.9 Ownership of Proposal

All materials submitted in response to this request become the property of University. Selection or rejection of a proposal does not affect this right.

3.10 Proprietary Information

Only information, which is in the nature of legitimate trade secrets or non-published financial data, may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.11 Cost of Preparing Proposals

The University is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the University.

3.12 Errors and Omissions in Proposal

The University will not be liable for any errors in proposals. The University reserves the right to make corrections or amendments due to errors identified in proposals by University or the proposer. The University, at its option, has the right to request clarification or additional information from the proposers.

3.13 Contract Award and Execution

The University reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. The University reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract initiated by the University. See Attachment IV.

The selected proposer will be expected to enter into a contract which is substantially the same as the sample contract included in Attachment IV. In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer.

If the contract negotiation period exceeds (10) days or if the selected Proposer fails to sign the final contract within (10) business days of delivery of it, the University may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

3.14 Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposals must be received on or before June 16, 2006, 11:00 AM Central Daylight Savings Time. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Marie C. Frank, MPA
Associate Director

LSU Purchasing
213 Thomas Boyd Hall
Baton Rouge, Louisiana 70803

It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not received timely, will not be considered.

The University requests that five (5) copies of the proposal be submitted to the RFP Coordinator at the address specified. At least 1 copy of the proposal shall contain original signatures; that copy should be clearly marked or differentiated from the other copies of the proposal.

This copy will be retained for incorporation by reference in any contract resulting from this RFP.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A copy of a board resolution granting such authority should be submitted.

4.2 Cover Letter

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer.

4.3 Proposal Format

Proposer should submit a proposal as specified in Attachment II which shall include enough information to satisfy evaluators that the Proposer has the appropriate experience, and qualifications to perform the scope of services as described herein. Proposer should respond to all areas requested.

4.4 Certification Statement

The proposer must sign and submit the Certification Statement shown in Attachment III.

5.0 EVALUATION AND SELECTION

5.1 Evaluation

The evaluation will be based only on the weighted criteria listed in this RFP.

5.1.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the Purchasing Office, which will determine the proposals most responsive or most advantageous to the University taking into consideration price and the evaluation factors set forth in the RFP.

5.1.2 Mandatory Administrative Evaluation

All proposals will be reviewed by the Evaluation Team to determine compliance with mandatory

administrative requirements as specified in this RFP. Proposals found not to be compliant will be rejected from further consideration.

5.1.3 Technical Proposal Selection Criteria (60 Points)

The Technical criteria to be applied to each primary technical area proposed are listed below:

- General Corporate Experience, Qualifications, Capabilities and Past Performance
- Project Approach
- Technical Services Methodology
- Personnel Experience
- Financial Stability

5.1.4 Technical Proposal Criteria Definitions

This section provides details for each of the factors listed in Section 5.1.3.

5.1.4.1 General Corporate Experience, Qualifications, Capabilities and Past Performance

The proposer will be evaluated on past experience with similar projects and pertinent corporate resources. The Evaluation team will review the proposer's overview of its experience rendering services similar to those required in this RFP.

The evaluation team will then assess the proposer's description of the corporate resources, including any that would be available to support the University requirements.

Finally, the evaluation team will evaluate the proposer's past performance qualifications and references; and will also review the past performance qualification for each subcontractor proposed.

5.1.4.2 Project Approach

The evaluation team will evaluate the proposer's overall approach of the required services and the requirements of the RFP. The items that will be evaluated include:

Management Capability – The Proposer's approach to managing the overall project. In assessing the Management Capability, the evaluators will be looking for the following items:

- Project Organization (including identification and role of subcontractors)
- Program Manager
- Team Staffing Resources
- Support Resources
- Project Management Planning and Tracking Approach
- Project Reporting
- Monthly Progress/Status Reporting

- Quality Assurance
- Subcontractor Management
- Management Planning and Reporting

5.1.4.3 Technical Services Methodology

The evaluation team will evaluate the proposer's Technical Services Methodology, which should be the proposer's solution to develop a custom intranet application system for NCBRT.

In reviewing the Technical Services Methodology the evaluation team will be looking for the following:

- Basic principles of the system solution;
- The steps involved in the solution;
- Functional approach to tasks
- Project Management & Quality Assurance
- Work Plan
- Strategy for Team Organization & Task Assignments

5.1.4.4 Personnel Experience

The evaluation team will assess the quality of the resumes which should contain the name, job position and a detailed explanation of education, experience, training, recent relevant experience, and size and scope of projects supported.

5.1.4.5 Financial Stability

The evaluation team will be evaluating the financial stability of the proposer.

5.1.5 Cost Proposal Selection Criteria (40 Points)

The cost evaluation will be based upon the total price submitted by the proposer.

Each proposer will receive a cost score computed as follows:

CS = (LPC/PC*40)

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

5.1.6 Calculate Final Proposer Scores

The total score for each Proposer will be calculated based on the sum of their Technical Response score and Cost score as shown below.

Criteria	Maximum Score
1. Technical Evaluation	60
2. Cost Evaluation	40
Total Score	**100**

5.2 Selection of Qualified Proposers

The evaluation team will present the highest scored proposer to the Associate Director for Purchasing for selection and determination of responsibility.

The evaluation team will notify all Proposers as to the chosen proposer

6.0 CONTRACTOR REQUIREMENTS

6.1 Corporation Requirements

Upon the award of the contract, if the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

6.3 Contract Terms & Conditions

The Contractor will be required to enter into a Contract with the University that is basically the same as Attachment IV. Any changes to those terms will be negotiated if state law allows such negotiation. See Section 3.13 in regard to exceptions or deviations to contract.

6.4 Indemnification

Each party hereto agrees to indemnify, defend and to hold the other, its officers, directors, agents and employees, harmless from and against any and all losses, liabilities, demands, suits, judgments and claims, including reasonable attorney's fees, to the extent that such losses,

liabilities, demands, suits judgments, claims or fees arise out of or result from the willful act, fault, omission, or negligence of the indemnifying party, or of its employees, servants or agents, in performing its obligations under this agreement, provided, however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission or negligence.

6.5 Insurance Requirements

Contractor will be required to provide the following insurance certificates:

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana state agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or

indirectly employed by either or them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contactor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of $1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of $1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

Subcontractor's Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

7.0 NCBRT STAFF, ROLES, AND RESPONSIBILITIES

NCBRT will designate an individual who will serve as the NCBRT Project Manager.

NCBRT will provide timely access to NCBRT staff and documentation as required to complete each of the deliverables.

NCBRT will provide timely reviews of submitted work products and approve such deliverables when completion criteria are met.

NCBRT will provide office space, LAN connection to NCBRT network, Internal Email connection, copiers, use of PC equipped with MS Office software, local telephone services and miscellaneous office supplies.

NCBRT will review work plans, forms, draft documents, and reports as related to services being provided. The NCBRT will review the deliverables and return comments within five (5) business days of the delivery of the deliverables.

NCBRT will be responsible for the supervision, direction, and control of its own personnel.

NCBRT will provide safe and free access to those facilities needed to conduct project tasks.

NCBRT will provide the most current and finalized version of the ERD prior to the contractor's work beginning.

ATTACHMENT I

Data Management System Ops and Plans Modules

Requirements Document

National Center for Biomedical Research and Training

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1 Introduction

1.1 Background Information

The mission statement of NCBRT is as follows:

> The mission of the National Center for Biomedical Research and Training (NCBRT) is to help America prevent, prepare for, respond to, and recover from acts of domestic and international terrorism, weapons of mass destruction, and mass casualty incidents through teaching, training, research, evaluative services, and technical assistance.

In terms of the application design presented in this document, NCBRT's primary responsibility is to develop and deliver courses to various emergency first responders. This responsibility includes tracking instructors, classes, local agencies, participants, and all related data.

The courses delivered by NCBRT are organized into programs. Currently, there are three major programs operating:

- Law Enforcement
- Public Health – Medical
- Chemical – Biological

The target audience for NCBRT courses includes law enforcement, fire, EMS, emergency management, public health and medical personnel. For more information about NCBRT, visit http://www.ncbrt.lsu.edu.

1.1.1 Grant Programs

NCBRT is a self-funded department of Louisiana State University. Funding is acquired through grants and contracts with various organizations. The largest source of funding under which NCBRT currently operates is congressional funding to the National Domestic Preparedness Consortium (NDPC), consisting of five institutions, including NCBRT.

This congressional funding is overseen by the Office of Domestic Preparedness (ODP). ODP is a component of the U.S. Department of Homeland Security's Office of State and Local Government Coordination and Preparedness (SLGCP). This NDPC/ODP funding includes many directives, one of which is to implement the system defined in this document.

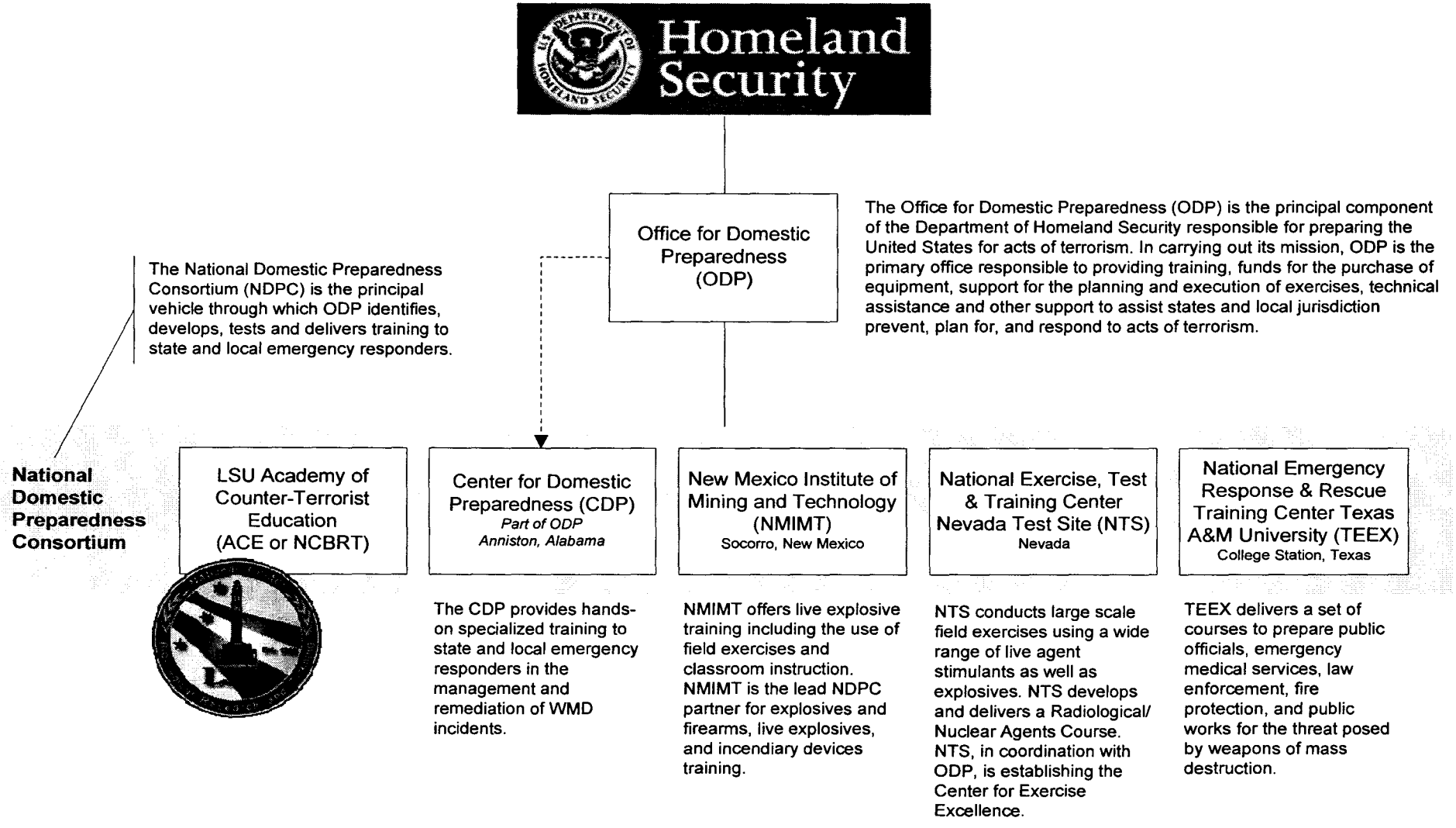
NCBRT is not a department of ODP. The diagramed relationship is through oversight required by congress as part of their funding of the NDPC. These funds make ODP NCBRT's most important client.

NCBRT, in order to solidify its place in the emergency response training community, is continually seeking additional contracts in order to continue to develop and deliver training to organizations in the United States and internationally. Although NCBRT currently relies heavily on the existing congressional NDPC funding, there is no guarantee of how long this funding will continue, and at what level it will continue.

This application will need to be flexible enough to allow the addition of new funding sources, tracking of classes against these funding sources, and reporting to funding organizations.

The diagram on the following page represents the ODP training structure currently in place.

Figure 1: NCBRT in the Federal Picture



1.1.2 LMS Selection

In the past, NCBRT has undergone the process of selecting a Learning Management System (LMS) vendor. A committee comprised of NCBRT managers and employees from various departments was formed to select an LMS product.

Initially, the LMS Selection Committee sought a pre-built product that included all required functionality. As LMS vendors demonstrated their respective products, it became apparent that many requirements would not be implemented "out of the box" with any selected LMS. In addition, licensing and scalability issues eliminated many LMS solutions from consideration.

With these realizations in place, an effort was started to design and implement an automated solution that meets all of the needs of NCBRT. This document serves as the scope definition of that solution.

1.1.3 Proposals

This document serves as the Requirements Section of the RFP issued by NCBRT. This document includes scope definitions and design considerations that should be considered when pricing and planning the project.

Any feature, application object, or technical specification detailed in this document that is not considered as part of the solution described in your submitted proposal should be clearly presented in a separate section of your proposal. For clarity and ease of finding this section, please label the section *Requirements Document Exclusions*.

1.2 Purpose

This document serves as the definition of scope for a custom developed intranet application system that will be termed Data Management System (DMS) henceforth in this document. This document summarizes some of the design work that has been completed in the Envisioning and Planning Phases of the project. It includes an analysis of the current situation and a proposed solution that addresses the issues faced by NCBRT. This proposed solution will include the following:

- *Application Features:* These items will define the general scope of the project, organized by functional area. *This section is the definitive scope description of the application – even if a feature is only mentioned in this section it must be completed as part of this application's scope of work.*
- *User Groups:* Description of the various groups of users that will use the application.
- *Data Structure:* Descriptions of the underlying tables and relationships that will house and validate the data being stored by the application.
- *Known UI Requirements:* This section will list each known user interface element and describe its functionality. Note that all listed *Application Features* must be implemented even if there is not a listed UI element in this document.
- *Report Requirements:* This section will discuss report development requirements.
- *Implementation Plan:* A recommended order of development and implementation.
- *Technical Recommendations:* Includes database, platform, language, and architecture guidelines for developing the solution.

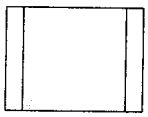
The primary purpose of this document is to allow technical workers, end users, and NCBRT management to come to a meeting of the minds on the scope of the application. This document should be used for estimating development costs and timelines for project completion.

2 Situation Analysis

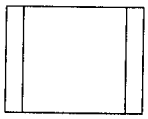
This section documents the current operations of NCBRT.

2.1 Existing Workflow

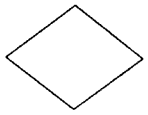
The following diagrams illustrate the typical workflow of the core NCBRT processes. This information is included as background information about processes at NCBRT and is not meant to be a direct model of how the implemented solution should flow. The first diagram is a high level flow. The following is a key to reading the diagrams.



Each box in the diagram represented by this symbol summarizes an entire process itself. For these boxes, there is another entire diagram that details the process.



Each box in the diagram represented by this symbol summarizes an entire process itself, but is currently not solidified in terms of flow or established process.



Each of these diamond symbols represents a decision being made in the flow. The decision will be written in the diamond. There are usually multiple arrows leaving a diamond, each with a possible decision written across the arrow.

These boxes represent detailed steps in the flow.

Figure 2: Overall Workflow

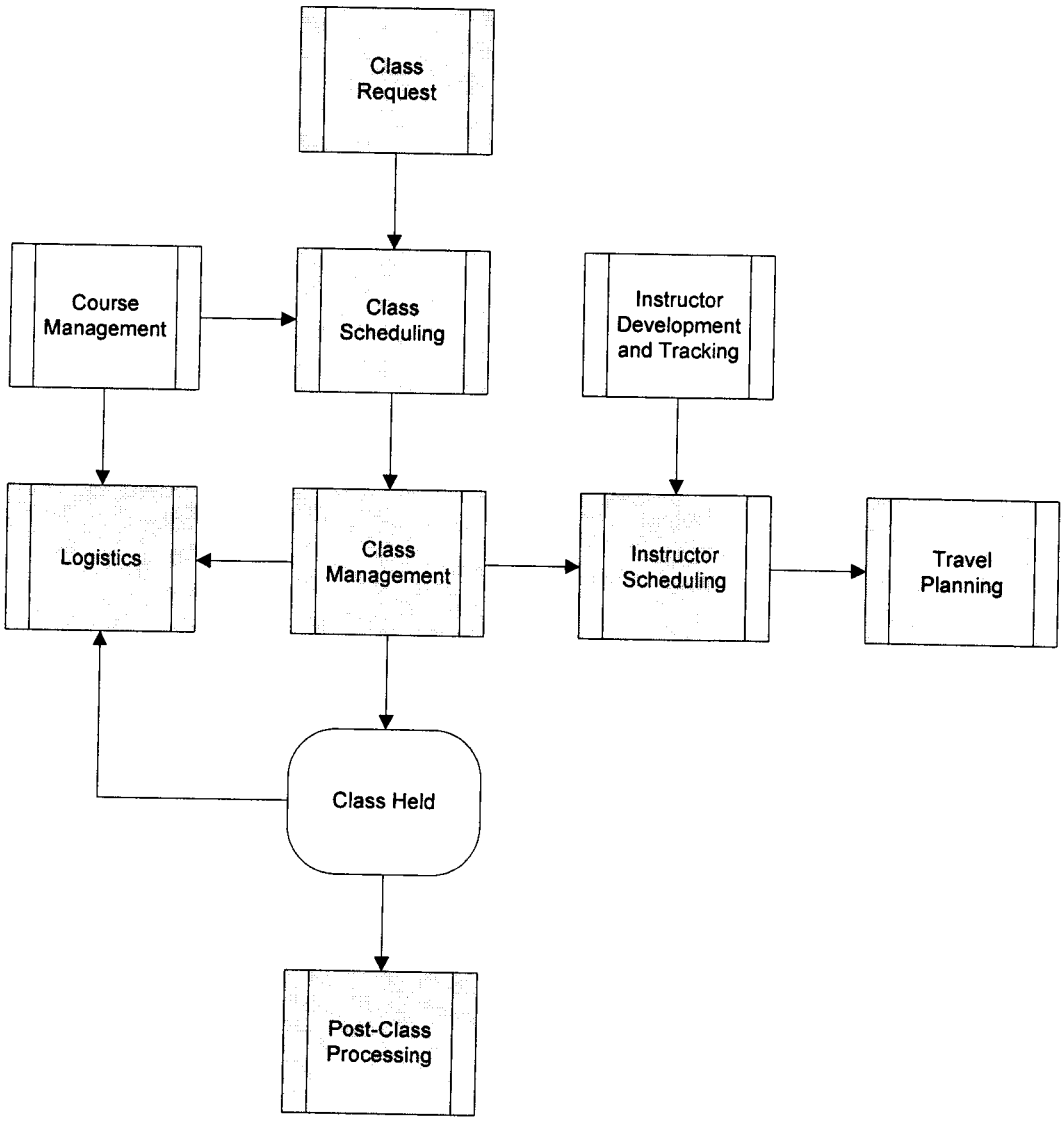


Figure 3: Class Request Workflow

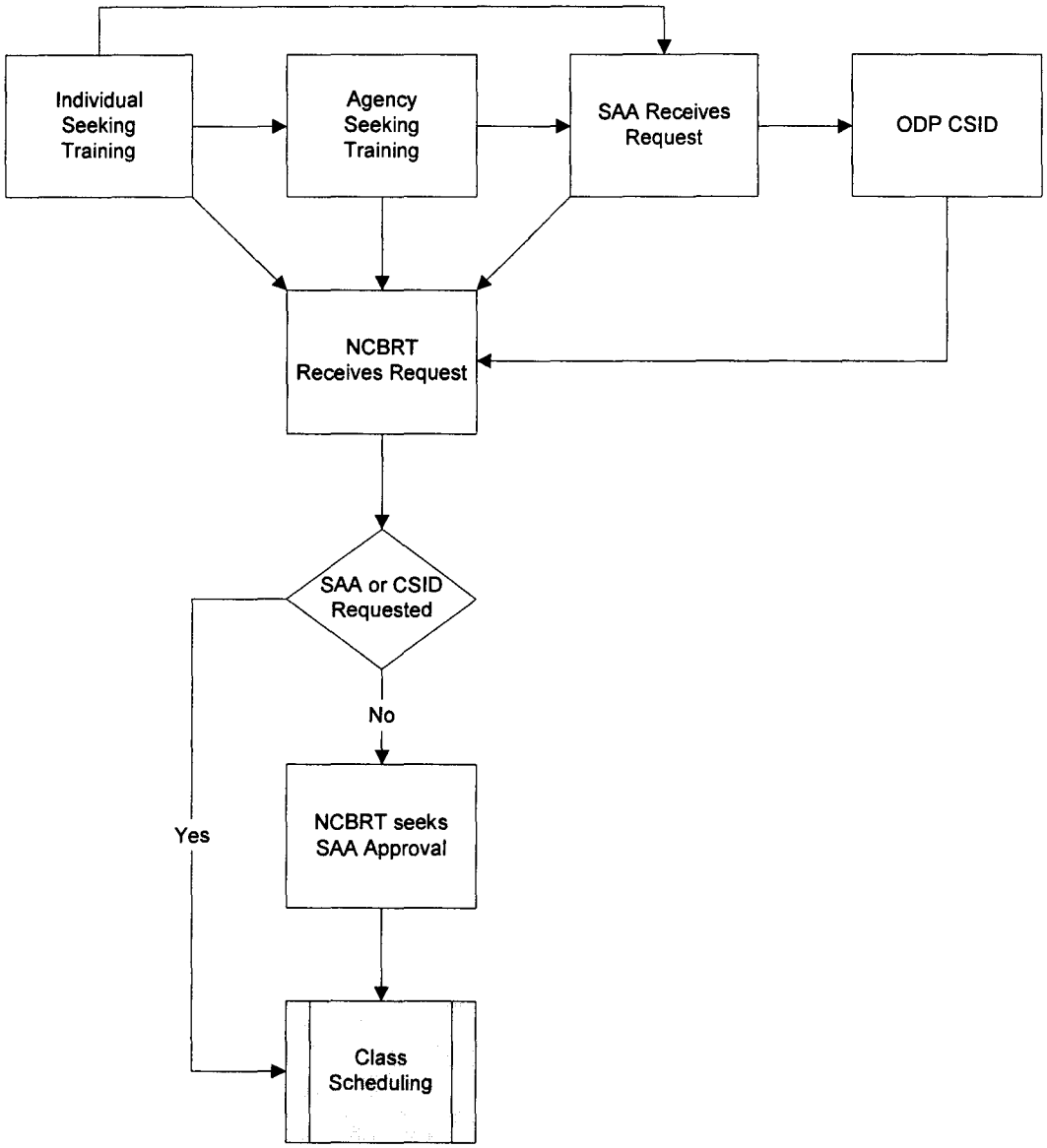


Figure 4: Class Scheduling Workflow

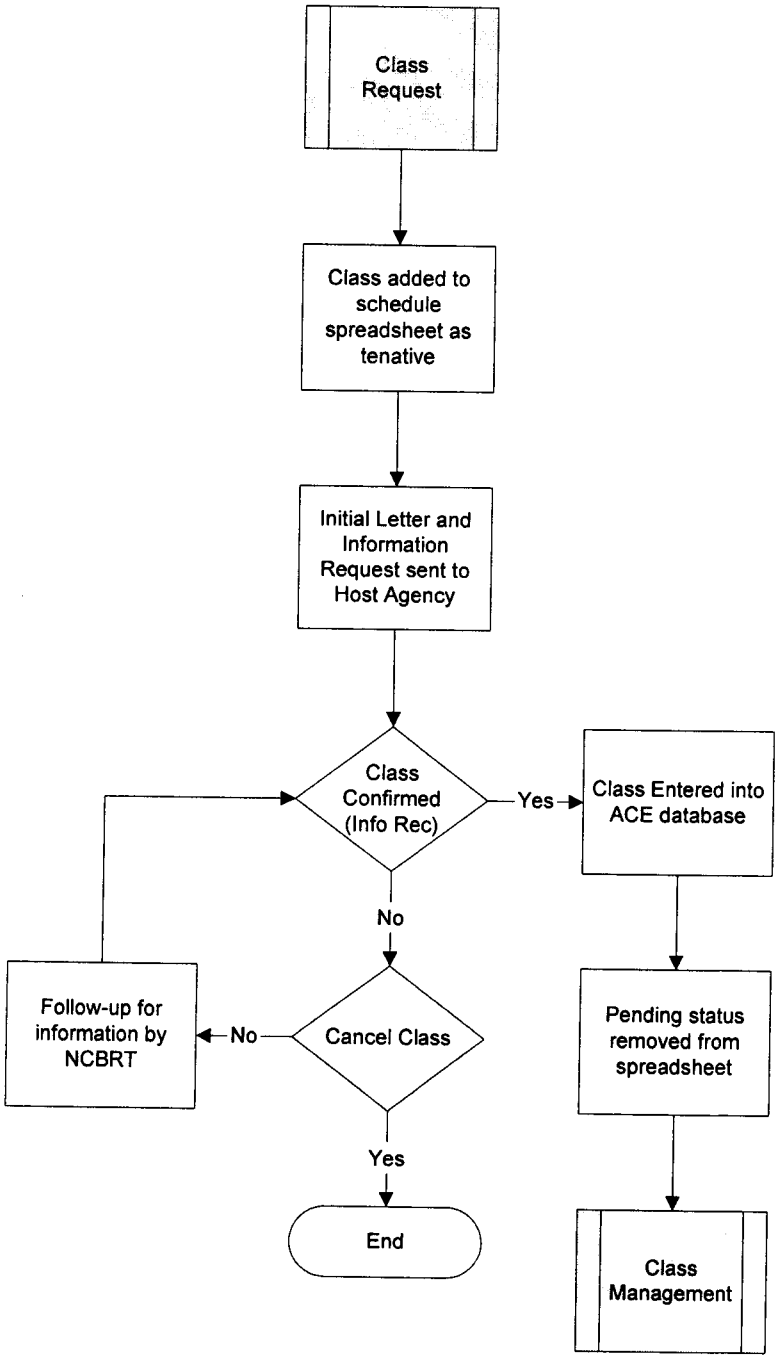


Figure 5: Class Management Workflow

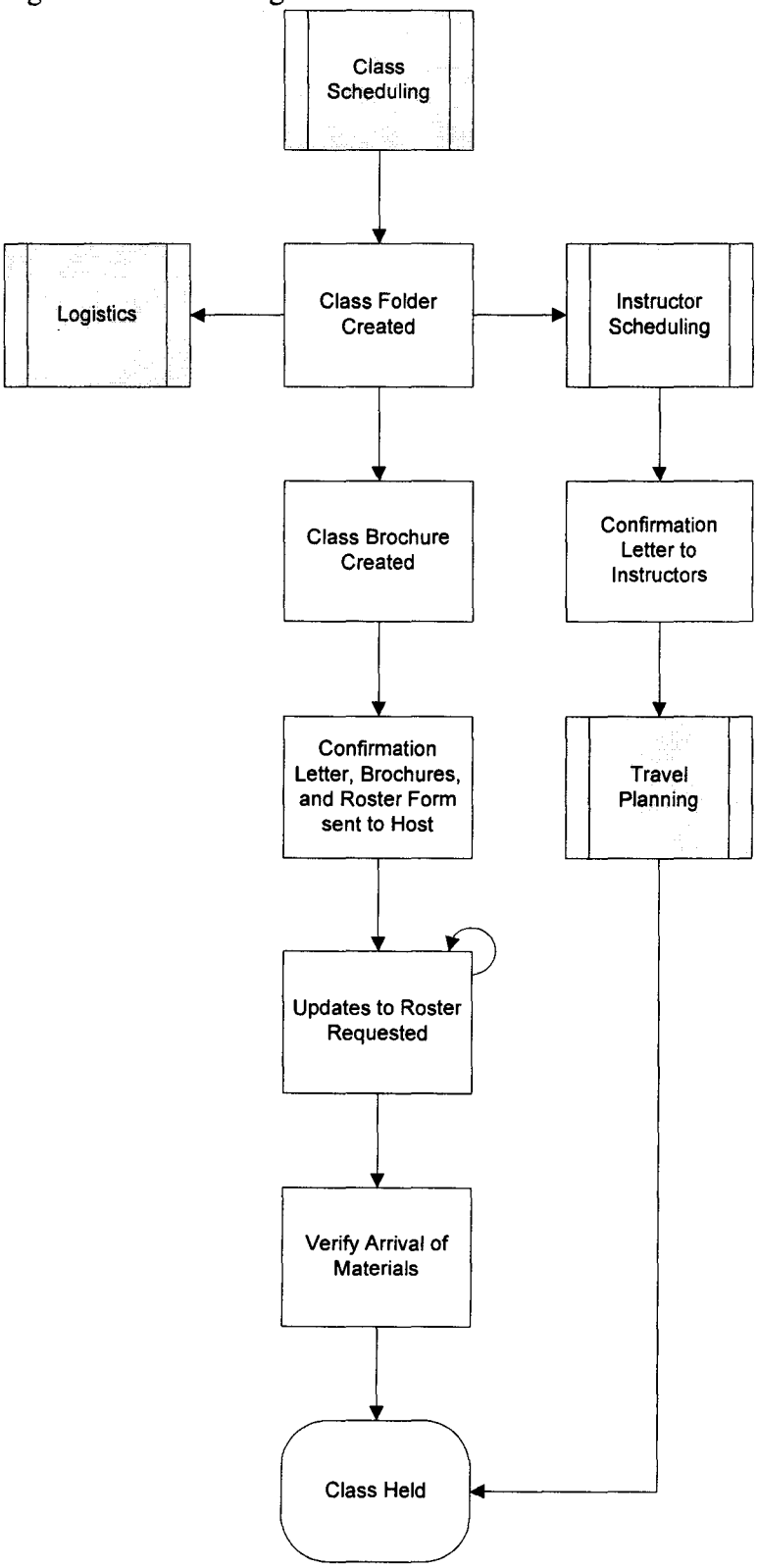


Figure 6: Instructor Scheduling Workflow

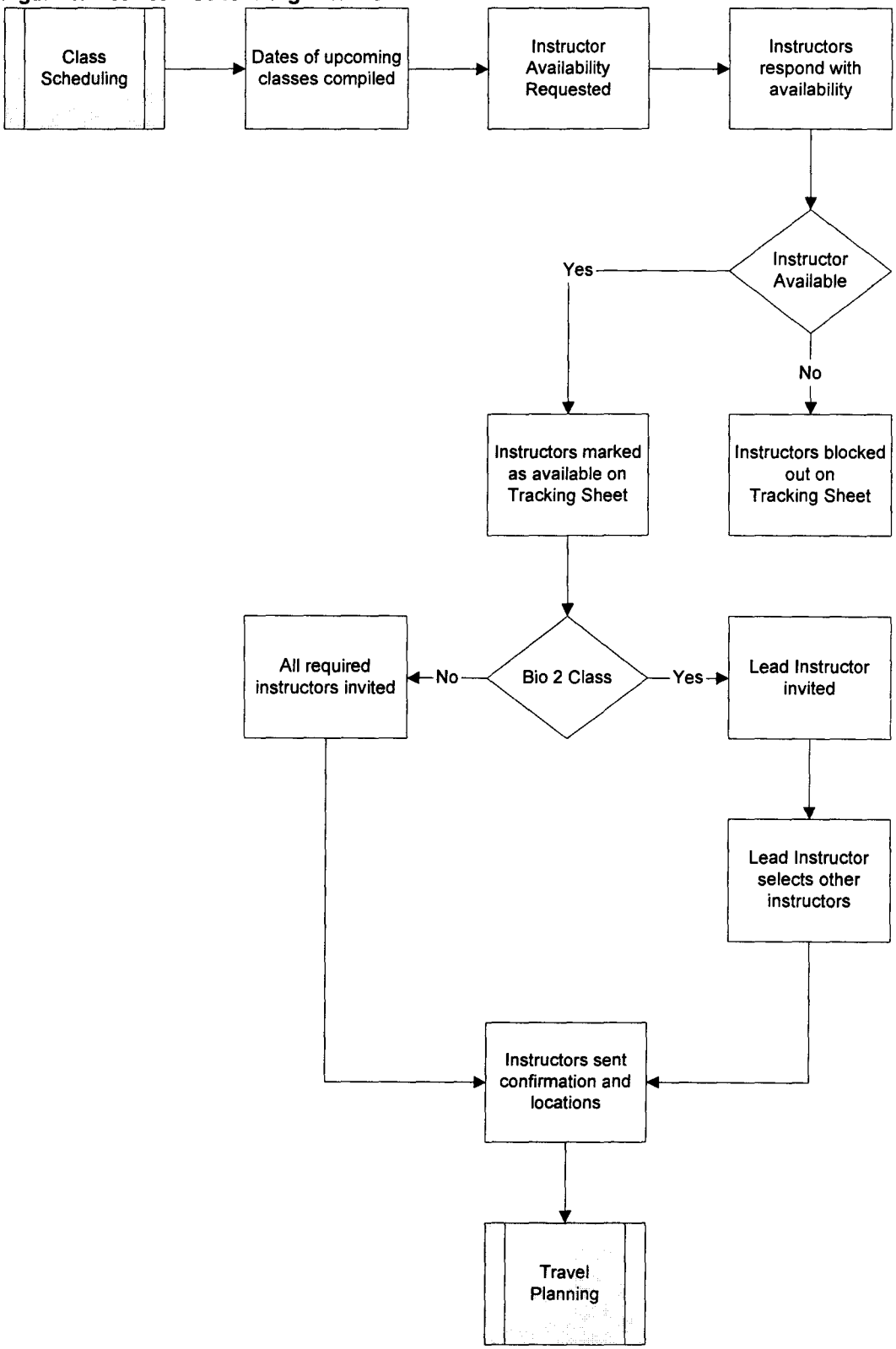


Figure 7: Travel Planning Workflow

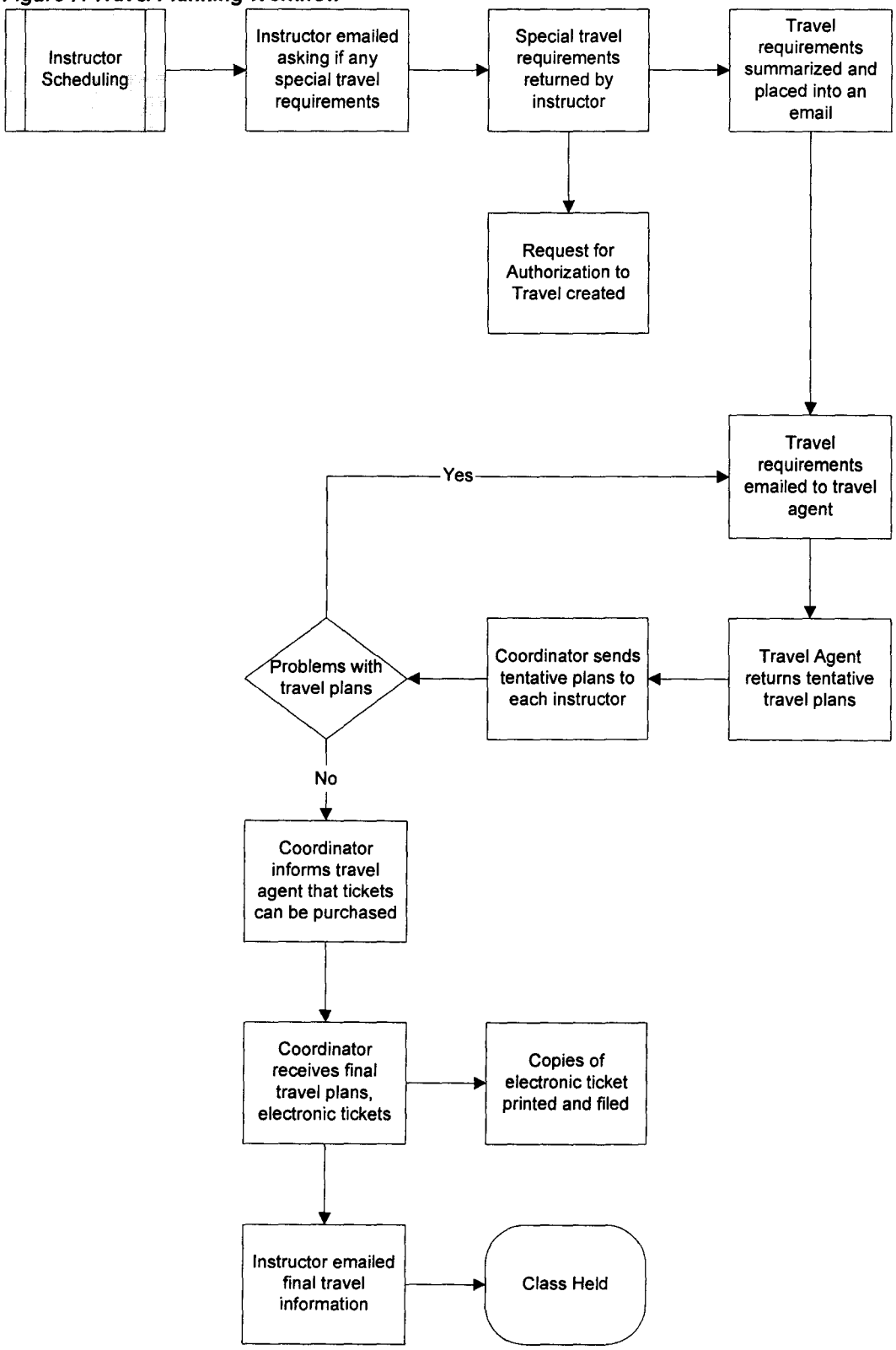
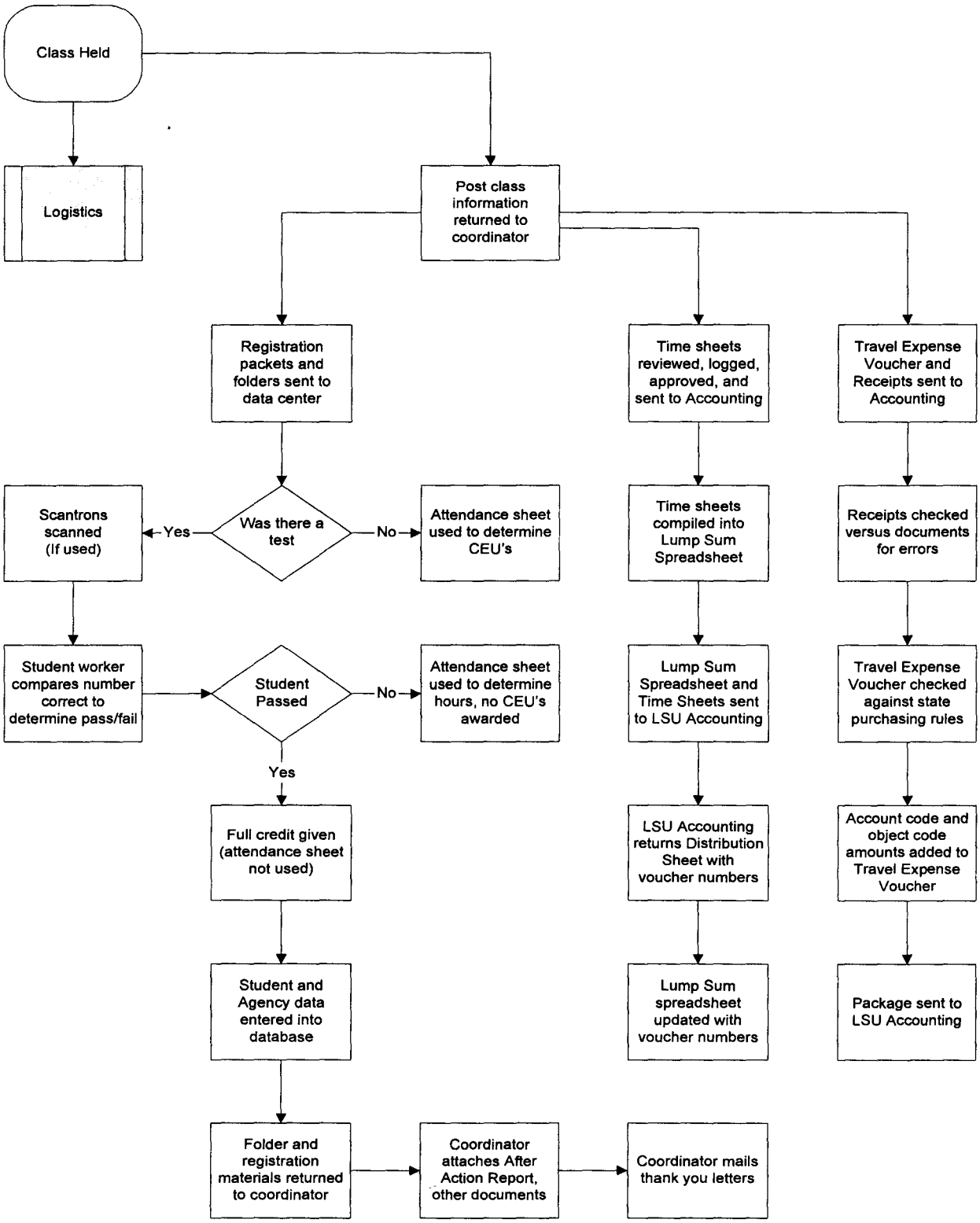


Figure 8: Post Class Workflow



2.2 Summary of Current Technology

The following is a list of the data storage and processing technologies being used by NCBRT.

ACE Database (Microsoft Access) – stores much of the class coordination data used by the organization. Users are not happy with the application, which is a primary reason for so many other data sources being in existence.

Peopleware Participant Database (FoxPro) – this system was used when NCBRT was part of the LSU Division of Continuing Education (DOCE). Since NCBRT has split away from DOCE, use of this system is not a requirement, but the lack of a replacement system has forced NCBRT to continue using it to track participants.

Scanning Application (Various) – NCBRT is implementing this automated solution to capture participant information (enrollment information, demographics, evaluations, tests) on scannable forms used in the field that are then returned to their Data Center. The software that manages this process validates scans, allows user corrections, and will ultimately place final data into the DMS database.

Scheduling Spreadsheets (Excel) – Across departments, several coordinators and managers are using spreadsheets to track class schedules, instructor schedules, and workflow related to planning classes. These employees like the spreadsheets because of the single view they allow of the overall picture of data. In most cases, this data is not linked to either database system (ACE or Peopleware), so they must be manually updated in addition to updating the proper database as data is added or changed.

Other Spreadsheets (Excel) – Spreadsheets are also being used to track financials, payroll, expenditures, and various lists in the organization.

Mail Merges and Form Letters (Word) – Several employees have used Word to create letters and forms for use in their daily activities. While superior to manually creating documents each time one is needed, there is little organization-wide cohesion on document formats and usage. Several versions of some documents exist, and although most are shared and made available by their author, little collaboration takes place across the organization.

LSU Accounting System (Mainframe) – Personnel that track financial data usually have to enter all of their work into the LSU accounting system. Most of these individuals also keep a local copy of this information in some other format, which leads to dual entry of data.

Emailed Information (Outlook and Exchange) – The most common way for data to be passed around NCBRT and to outside entities is through email. Data is copied from or hand typed based on another data source and sent to its intended recipient.

Manual Data (Paper Files and White Boards) – Much of the data in the organization is located on these manual formats. This leads to manual searches for information and other issues inherent to using a paper file system.

2.3 Identified Issues / Risks

NCBRT is not operating at maximum efficiency, but overall the organization excels at delivering on its core missions. While it is necessary to point out inefficiencies in the organization during the analysis process, they should not overshadow the outstanding work done by the individuals in the organization.

- Because of a lack of features in existing applications, several users edit data directly in the database tables, where all business rules of the application are not being enforced.

- While entering post class data, student workers are making judgments including:

  - Pass / Fail on exams
  - Whether participants are in the same agency or multiple agencies
  - Which address certificates should mail to

  Historically, there is little consistency from student to student on how these decisions are made. Although procedures have been recently written, they are not able to be enforced by the database itself. Much of the demographic data reported by NCBRT depends on these judgments, which are being made by the lowest level employees in the organization.

- As NCBRT's biggest grantor, ODP requires special attention in terms of reporting and keeping data in sync between the organizations. ODP does not have a firm concept of what data or reporting requirements they need.

- Whenever organization-wide or grant-summary data is currently required, a manual compilation process must take place. Reports are being generated from hand-calculated values rather than automated queries.

- There is no way for a department within NCBRT to know the status of work being performed by another department. For example, there is no way for a coordinator to know what stage of data entry a post class packet is once it is sent to the data center.

- Data in the organization is splintered. There are two large applications (ACE and Peopleware) that contain much of the organization's data. But there are also several spreadsheets, documents, and whiteboards that hold unique data that is not electronically linked to other data sources.

- Inefficient dual or triple entry of data exists across the organization. When data is captured once, it should not have to be recaptured. There are several examples of this happening in all areas of NCBRT.

- Account spending and projected spending with respect to offered classes take a long time to update, because the data is all manually compiled after the post class process is complete.

- In the ACE and Peopleware applications, there is a lot of bad data, including data about some classes in each system that contradicts the other.

3 Solution Overview

Based on the background information and current situation documented in the earlier sections of the document, the following section describes the proposed solution designed to assist NCBRT in increasing their efficiency and quality of work.

3.1 Scope Definition

This section of the document defines the functional boundaries of the application. First, each user group is listed with a brief description. Note that any given individual can be a member of multiple internal and/or external groups at any given time. Next, a list of application features is listed as a primary identifier of overall scope.

3.1.1 User Groups

	Internal User Groups
Coordinators	***This group includes direct and indirect course coordinators and travel coordinators.***
Program Management	***These employees hold some responsibility over an entire program of courses such as Bio or Law Enforcement.***
Executive Management	***This group includes managers and directors of NCBRT that require organization-wide views of data and processes.***
Accounting	***This group consists of employees that track, approve, and report on NCBRT financials.***
System Administrators	***These employees are the individuals responsible for system security, backups, data integrity, and general maintenance and troubleshooting.***
Data Entry	***This group consists of the student workers in the current data center that enter participant and class data into current applications.***

	External User Groups
Contract Clients	***Individuals that are affiliated with an organization (public or private) that has contracted with NCBRT to develop or provide training. The largest current example of this type of organization is ODP.***
State Administrative Agents	***The individuals responsible for the allocation of state funding for training.***
Agency Hosts / POC	***Individuals responsible for coordinating a given class from the standpoint of enrollment, facility, etc.***
Participants	***Individuals who have attended or are enrolled in an NCBRT class.***

Instructors and Trainers	***Those individuals who are under contract with NCBRT to teach various classes (or modules) within the curriculum.***

3.1.2 Mandatory Features and Functions

The following is a list of features in the system, grouped by functional area. *Note: this section of the document is the cornerstone of the project definition and each item listed here must be completed as part of the project.*

Other parts of this document will list proposed UI elements and display existing data structures. However, when a feature is listed without a corresponding UI, report element, or table structure, the existence of the feature in this list overrides other such lists and still is required in the final solution.

Contracts and Courses

1. The system will allow the relating of contracts to one or more courses being delivered. Class demographics, aggregates, and evaluations can be output summarized by client. An example output would be the periodic reports to ODP that will be automatically created based on participant data.

2. Courses can be broken down into modules, which can be broken down into sections. This division process can continue to as many levels as required by users. For each of these levels, the system can track instructor certification, teaching, and schedules.

3. Each course in the application will have associated objectives and written descriptions. Objectives can be associated with an Evaluation Form or provide general information for brochures. These general objectives, along with class-specific data and selected instructor profiles can be output into a customized class brochure or information packet.

4. Master-level course definitions can be maintained in the system. A single Master can have multiple combinations of Delivery Format (Instructor Led, Web Based) and Delivery Type (Directly Taught, Seminar, etc.) Each delivery option can serve multiple clients. A delivery option for a specific client will be tacked as a "course" and scheduled as classes.

5. When creating a new course, an option should exist to allow an existing course to serve as a template for the new course. For end-users, this will mask the complexity of having a Master layer and a Course layer when tracking curriculum.

6. Individuals within organizations that contract with NCBRT (such as ODP) will be able to use the system to run reports on classes and aggregate participant demographics.

7. Based on location data captured for each attendee of each class, geographical reporting will be possible. This would include state data for SAA's, congressional district data for politicians, and overall mapped data for NCBRT and their contract partners. The vendor should recommend a solution to provide this functionality.

Class Management

8. All requests for classes will be tracked in the application, whether the request originates from ODP, an SAA, or directly from an individual at an agency. A screen will be provided to schedule and confirm requested classes and to deny a class request with the entry of a reason for the denial.

9. Each course will have a standard set of date-driven checkpoints (instructors invited, instructors accepted, travel purchased, logistics mailed, etc.). The progress of classes against these checkpoints can be viewed on screen or output into a report. The checkpoints and date ranges will be user-driven data. Some of this data will be tracked as one event per class, while other data will be tracked for each instructor for each class. This means that for a given class a single activity could take place (and be tracked accordingly) multiple times - for each different instructor scheduled to teach that class.

10. The application will have a place to enter issues and inquiries, including information about when the communication took place, which NCBRT employee handled the issue, and its resolution. This issue can be, but is not always directly linked to a specific class.

11. As classes are scheduled, the system will automatically add the class to an upcoming class list that instructors can view. The location of the class will be hidden, but instructors can view the dates and input their availability for each upcoming class for which they are qualified to teach.

12. Instructors can also choose to be emailed for each new class that is scheduled. Those instructors that sign up will be automatically emailed a new class notice and link to the upcoming class list when a class they are qualified to teach is confirmed.

13. As instructors indicate their availability for a given date range, a dynamic screen will update showing all upcoming classes with available certified instructors listed for selection.

14. Instructors will be able to use the application to view when they are selected for a class. They can indicate acceptance of an invitation to teach, and make any special travel requests for the class.

15. When a class is scheduled, a unique identifier will be assigned by the system. A user-visible identifier for a class will be shown in the UI in this format: `CourseCode - Incremental#.`

16. Classes can have multiple associated contacts outside the participant list. Each contact will have a contact type denoted whether they are an Agency Point of Contact, Facility Representative, or Requestor.

17. The ability to designate individual modules taught for a class should be in the system. This optional information will be entered when users need to track the instructor for specific modules or when a class consists of a specialized set of modules.

18. In addition to allowing clients to be associated with courses for the purposes of sponsoring development or buying multiple classes, a separate client can be attached to a particular class delivery of a course.

19. Although enrollment often changes up to a class start date, the application will allow the early entry of expected enrollment counts by a coordinator or an Agency point of contact.

20. The application should be able to automatically assign a status to a class based on the completed class activities and the status associated with each activity type.

21. The application will be capable of outputting form letters including Thank You letters, CEU letters, and Confirmation Letters. These are common examples, but any report should be capable of being printed and mailed or emailed directly from the system.

22. The application will allow the entry, tracking, and reporting of logged communication with various SAA's.

Travel

23. Users can track lists of cities that allow special rates for hotels and meals based on state guidelines. Expenses reported that fall above state guidelines will be highlighted.

24. Based on itinerary data and city per diem rates entered into the system, the system will be able to create a default Request for Authorization to Travel (pre-class) and Travel Expense Voucher (post-class) that can be used as-is or updated with more recent and accurate information.

25. Travel Vendors can be used to track any vendor, but the only planned use of this table is to track Rental Car companies. The vendor for a specific travel item should be optional.

26. Travel Agency itineraries are available as linked PDF documents for a specified amount of time. The link to this document on the internet and the path to the downloaded PDF file should both be accessible from the instructor's travel.

Instructor Management

27. The application will be able to store Microsoft Word formatted instructor resumes and instructor profile documents for each instructor.

28. For each instructor certification, effective and expiration dates can be entered. NCBRT can then set up warnings when certifications will expire.

Post-Class Processing

29. The database is designed to accept scanned data from participant forms via the Scanning Application that is being implemented separately. However, users can also use the application defined in this document to manually enter class participants and related data.

30. Users can manually enter test answers for each class participant. Based on the defined question and its defined correct answer, the system should be able to grade each question and ultimately the entire test for a given participant. The system should allow the same test for the same class participant multiple times, each having an associated Test Type to denote a pretest, post test, or retest.

31. Post class data (including instructor comments, participant evaluations, and coordinator notes) can be entered into the system by the respective users. Comments and notes can be entered as attached comments to various activities associated with a class.

32. Each class participant can have multiple images of scanned files attached. Upon needing to see original documents, users can view any participant's scanned document images online.

33. The application will automatically produce certificates, CEU letters, and corresponding mailing labels. Participants will also have the option of printing (not downloading) a copy of their certificate, CEU letter, and transcript directly from the application.

34. For each course, users will be able to note how many correct answers are required on a given test by a participant to receive a passing grade. When the answers to questions are examined in aggregate, pass/fail computations will be automatically performed.

Accounting

35. The system will store account numbers and object codes as used by LSU Accounting Services. Users will have the ability to attach these codes to logistics, travel, timesheets, and miscellaneous expenses for each course.

36. Based on attached account codes as classes are planned, held, and processed, expenses incurred will automatically be associated with the proper account. Users will then be able to view output data summarizing a given account for a specified time period. In

addition, based on past expense averages and upcoming classes on the schedule, the system should be able to predict future account levels.

37. The application will automatically compile master time sheet data that is currently being tracked in Excel. The application will also flag time entered for the same faculty member for two different events on the same day.

38. Courses can be assigned to specific users (coordinators) within NCBRT.

39. Instructors' time sheets will be completed automatically by the system including dates, number of hours worked, and appropriate account and object codes. The instructor will just have to correct any calculated errors then print, sign, and return the documents.

System Administration

40. System Administrators will be able to enter Workflows into the application. Each workflow can be given a name, which user groups can track it, and a list of steps in the process. For each step, an expression (Watch) can be entered to allow the application to compute whether a step has been completed. Each step can also be associated with a user, so that they are notified when the process requires their participation.

41. System Administrators will be able to set up Watches in the system. By entering a condition and its corresponding data values, a Watch can be activated that will alert users when conditions leave the acceptable range. Watches can also exist as a single step in a defined Workflow.

42. The application will implement role-based security (based on database defined or Active Directory groups) which will allow user permission management by adding and removing users from groups. Based on user groups, users should be assigned read, write, and delete permissions to each UI Element.

43. All selection lists (in combo boxes or list boxes) will be table or query driven, which will allow users to edit list selections. A single screen will be provided that allows system administrators to edit any selection list.

44. A screen will be provided to allow the selection of reports. For each report, users can choose to view the report on screen, email it, export it, or send it to an installed printer. Part of this solution will be the contractor's implementation of 40 reports in SQL Reporting Services.

45. The application will integrate with Outlook, allowing users to add tasks or "to do" items from activity and scheduling screens.

Common and Shared Data Elements

46. Classes, Faculty, Curriculum, and Participants should all be searchable by multiple fields including foreign keys in the respective tables.

47. The system should track facilities and the standard equipment that can be used at each. This information should be available to a coordinator when scheduling subsequent classes at a given facility.

48. Class participants, class contacts, and instructors should all be stored in a single location. When a new person is entered for any of these roles, the system should automatically search existing data and attempt to match new entries with those already in the system. Potential matches should be shown to the end user for a decision on whether or not these are indeed the same person.

49. Addresses - whether that of a participant, agency, facility, or certificate mailing - will be stored in a single location, then attached to these items as needed. When a new address is entered, potential matches should be found by the system and presented to the end user for a decision on whether these are indeed the same address.

50. Search routines should exist for people, addresses, and organizations and can be run directly by end users. These searches should also run automatically during data entry to match existing data to newly entered data. This will reduce the amount of duplicate data existing in the system.

51. When addresses are entered with a Postal Code, the City and State should be validated against that code using an existing database table. An invalid combination will be allowed but the system will warn users when this occurs.

52. Organizations that serve as a host agency, organizations that class participants and faculty work for, and organizations that other contacts work for should all be managed in single location. When a user enters an organization, potential matches with existing organizations should be presented to the end user for a decision about whether or not they are indeed the same organization.

53. When changing a data element that will affect multiple child records, the system should warn users of this possibility, indicate the depth of the change, and offer a choice to save the data as a new record or overwrite the existing data.

3.2 System Architecture

This section of the document lists the modules, interfaces, and infrastructure requirements of the application.

3.2.1 Major Modules

Although the functionality of the system is divided into modules, users will have the ability to mix and match components from various modules into custom screens. The following is a list of modules in the application. After the list of modules is a diagram showing usage of each module by the defined groups of users of the application.

Contract and Course Management

This module will be used to enter and maintain information about the curriculum and associated contracts. Course information such as CEU's, hours, modules, logistics requirements, timelines, and responsible coordinators will be maintained here. Reporting from this module includes training statistics by contract, course, and/or geographic area.

Class Management

This is the primary class coordination module, and the center of the application. This is the location where all information related to a specific class is administered. Status of tasks can be monitored and updated in this module. This module will also contain the Master Class Schedule and instructor scheduling process components. Reporting in this module includes form letters, brochures, and status reports.

Travel

The Travel module will contain the functionality to enter basic travel rules as defined by the state. Details of each travel itinerary can be entered into the system, which will automatically produce default Request for Authorization to Travel and Travel Expense Vouchers as a result of this data entry. This module will also notify users when an expense falls outside the state spending guidelines.

Instructor Management

This module will be used to enter new instructors and track their certifications for various courses and modules. The current resume and profile documents in instructor folders will also be administered in this module.

Post Class Processing

After each class is held data needs to be captured and entered into the system. This module will be the part of the application where that takes place.

Accounting

The Accounting Module will allow tracking of class related expenses versus NCBRT account and object codes. As expenses are realized, the appropriate account will be updated automatically. In addition, this module will serve as the place where NCBRT employees can go to reconcile expenditures.

System Administration

This is the module used by the IT staff at NCBRT to administer the application. Much of the application administrative tasks will be accomplished through the Share Point Admin applications, but there are several other tasks that this module will contain. Examples are setting up watches and workflows. All drop-down lists will be administered from this module as well.

3.2.2 Support Modules

Support Modules are areas of the application that will be used by other modules to provide the required functionality. The following are the identified support modules:

- **Reporting**: A reporting module will be placed into the application. This will allow the ad hoc selection, filtering, viewing, and printing of reports from the application.

- **Workflow**: The workflow engine will be used to determine where a specific piece of data is in a process. If, for example, a workflow is set up and the first step is an approval, the person responsible for this approval will see a notification on their application. These calculations and distribution of messages will be handled by this module. A web part should be developed that allows each user to view their pending workflow steps.

3.2.3 Infrastructure

The technical requirements for this project consist of two parts. The first part is the selection of technology. These requirements are listed below, and are based on ease of development and support, availability of product licenses, and interoperability with other applications at NCBRT.

Item	*Technology*
Server Operating System	***Windows Server 2003***
Server Platform	***SQL Server 2000*** ***Windows Share Point Services 2003*** ***Share Point Portal Server 2003*** ***Internet Information Services 6.0***
User Interface	***Screens: ASP.net User Interface consisting of Web Parts and/or Web Forms*** ***Reports: SQL Reporting Services***
Development Platform	***.net Framework 1.1*** ***Visual Studio .net 2003***
Language	***Visual Basic .net 2003***

The required selection of Share Point as the underlying platform was made because NCBRT currently uses Share Point technology for much of their collaboration and application hosting needs.

The second part of the technical requirement is as follows:

- To optimize code reuse and maintainability, best practice object-oriented design and development should be utilized. Minimal business logic should reside in the user interface. Business objects should contain the majority of the application logic.

- The .net Framework classes will be used in place of unmanaged resources such as COM components (including Active X controls) and Windows API's unless they are absolutely necessary to use and mutually agreed upon.

- Strong domain and referential integrity validation will be placed on the back-end database. Code should not be the primary controller of database integrity. Table relationships, constraints, indexes, and triggers should all be utilized where appropriate to allow the database to enforce integrity regardless of the connected application.

- Code reviews will be conducted by NCBRT during acceptance testing to assure best practices architecture and coding style is used. Best practice techniques must be utilized for code comments, naming standards, error handling, data access, code access security, and application look and feel. Because NCBRT plans to support and maintain this application in-house, these requirements of the project must be met before NCBRT can accept the project as complete.

4 Solution Specifications

The specifications of the solution include descriptions of the underlying database, web parts, and reports.

4.1 Data Definitions

The definition of the database underlying the application is comprised of two attachments. The first is the Entity Relationship Diagram (ERD). This diagram represents the tables in the database and how they relate to each other. Each box represents a table and the arrows represent the relationships. Arrows in the diagram point from the one- to the many-table in the one-to-many relationships.

4.1.1 Entity Relationship Diagram

The Entity Relationship Diagram (ERD) for the back end database can be obtained as a separate attachment to this document, as it will not legibly fit within the confines of this document.

4.1.2 Data Dictionary

The Data Dictionary for the back end database can be obtained as a separate attachment to this document.

4.2 UI Definitions

The following is a list of screens / web parts identified as required by the application. The application should be developed to fit within a 1024 x 768 pixel resolution screen. For clarity, the screens / web parts are organized into modules. With Share Point Web Parts each user can, however, create custom screens made up of web parts from any module to which they have rights. For maintenance, it is important to have all UI objects acquire visual style (excluding absolute position) from a consolidated style sheet and not define styles inline.

Other UI elements may be required in order to provide the features that are not listed in this section, because the features in this document form the primary scope of the application.

4.2.1 Contract and Course Management

1. **Client Overview**: Where basic information about a course is maintained, including the client, expected deliverables, and contract start and end dates.

2. **Deliverables Status**: Provide a real-time status of actual work done for a client. This web part will also calculate NCBRT training aggregates based on completed classes and entered dates.

3. **Course Information**: Provide basic course information and will allow users to break a course into modules. CEU, hours, test passing requirements, and class checkpoints will also be maintained for each course from this web part.

4. **Course Details**: Provide complete background information about a course including brochure descriptions, objectives, and default schedules.

5. **Course History**: Show the statistics of number of classes, participants, and agencies (broken down by demographics) for a given course.

6. **Delivery Map**: Using GIS, map participants or agencies for a selected course, contract, or all NCBRT deliveries for a given time period.

4.2.2 Class Management

7. **Class Request**: Allow NCBRT personnel to enter requests for a class.

8. **Request Review**: All class requests can be viewed. The requests can be filtered by date range, course, program, or approval status.

9. **Class Status**: Show the status of checkpoints for each class, and will highlight checkpoints that are incomplete that should be done based on course setup. Statuses will be calculated by the system based on completed activities.

10. **Communication Log**: All communication about a class (whether it is routine communication or issue resolution) can be logged and monitored.

11. **Master Schedule**: Hold the basic upcoming class schedule, with the same basic data tracked on the master schedules currently in Microsoft Excel and on whiteboards.

12. **Instructor Scheduling**: Used by NCBRT and instructors to navigate the class date announcement, instructor availability, NCBRT invitation, instructor acceptance workflow for a given class.

13. **Enrollment Tracking**: Before the class it will show the latest host agency entered participant counts. After a class it will display the data captured from the scanned enrollment forms.

14. **Objective Management**: Allow NCBRT to create objectives, relate them to courses, and note whether they are evaluation objectives.

4.2.3 Travel

15. **Travel Request**: Allow a coordinator to enter basic information about pending travel. It will also allow an instructor (or coordinator on behalf of the instructor) to enter a special request for upcoming travel plans. This information will be used to complete the Request for Authorization to Travel.

16. **Travel Requirements**: List travel that needs to be purchased, including travel days and times, and any special requests associated with each requirement.

17. **Allowed Travel Rates**: Allow NCBRT to set up travel allowances based on state purchase laws.

18. **Itinerary Entry**: Where those booking the travel will enter flight, hotel, and rental car information into the system. Based on this data, the Travel Expense Voucher will be created automatically.

4.2.4 Instructor Development

19. **Instructor Information**: Allow users to view or maintain the basic information about an instructor. The data included on this web part is based on the current folders and ACE database being used to track instructors.

20. **Certification Tracking**: Show instructor certifications with date ranges. Data can be viewed as a single course with all qualified instructors or a single instructor with all his or her qualified courses.

21. **Instructor Documents**: Provide document management capabilities with respect to multiple instructor resumes, curriculum vitas, and bios.

4.2.5 Post Class Processing

22. **Participant Data Review**: Allow NCBRT users to review the data acquired from the scanning application for a participant. Data can be edited from this web part.

23. **Evaluation Review**: Allow the viewing of evaluation scores for a given class and all associated participant comments.

24. **Test Review**: Allow users to review the test scores of a given class. Individual tests answer sheets can also be viewed for a specific participant.

25. **Comments and Notes**: Allow various users (coordinators, instructors, etc) to enter comments about a class that has recently ended. As comments are entered, they can optionally be sent to another user.

4.2.6 Accounting

26. **Chart of Accounts Mapping**: Allow the entry of account and object codes into the application. It will also allow the mapping of these codes to travel, time, employee, logistics, and other expenses on a per course basis.

27. **Spending**: Based on expenses already incurred and the mapped account numbers, any account's expenditures can be reviewed. The view can be filtered by date range, course, or program.

28. **Time Sheet Review**: Allow users to view the time sheet associated with a particular instructor for a time period. If any auto-calculated values are incorrect, they can be edited from this web part.

29. **Master Time Sheet**: The summary of time sheets for a given period can be viewed.

30. **Budget Forecasting**: Based on per class spending averages, employee overhead associated with accounts, and future classes that are scheduled, show a forecast of spending for any given account.

4.2.7 System Administration

31. **System Lookup Screen**: Allow users to edit the items in any drop down list in the application.

32. **Search**: Allow address, contact, agency, or class/course searches.

33. **Workflow Setup**: Allow administrators to enter setup information for workflows, including the steps involved, a person responsible for each step, and a query string that completes the step.

34. **Watch Setup**: Allow the entry of custom conditions (using a query string) that will generate notices in the application.

35. **Watch Viewer**: Used by users to check for the existence of watched conditions.

36. **Report Manager**: Allow the selection, parameter entry, and viewing or printing of reports.

37. **System Options**: Allow administrators to set up basic application parameters.

4.3 Application Reports

Part of this development project will be the creation of 40 reports that will run within the SQL Server Reporting Services environment. While each of these reports is not yet defined, they will each contain data from a single data structure (query or table).

For the purposes of planning, 10 of the 40 reports will be highly detailed reproductions of form letters or hand-written forms. The remaining 30 should be formatted in standard columnar or tabular formats.

Each report will have parameters that filter their result set. Common filters will include date ranges, class and course identifiers, and typical person, address, and organization attributes.

4.4 Implementation Plan

4.4.1 In-House Work

At the time of this document's completion, the effort has already begun to build the backend database for this solution. Because of the time-critical nature of certain aspects of NCBRT systems, this work will be completed and maintained in-house by NCBRT. The selected vendor will build the application on this existing database. The vendor must add objects (stored procedures, triggers, indexes, etc.) to the database as needed by sending appropriate scripts to NCBRT for execution on the database.

As the database is built and tested and existing data is scrubbed, the following two conversions will be done by NCBRT personnel:

- Peopleware Legacy Participant Database
- ACE Database

During development of the LMS, DBA functionality will be performed by NCBRT.

4.4.2 Vendor Product Implementation

Below is a suggested order of module implementation. Final order will be mutually agreed upon.

- Post Class Processing
- Class Management
- System Administration
- Contract and Course Management
- Instructor Development
- Travel
- Accounting

Appendix: Definitions and Acronyms

- ACE: Academy of Counter-Terrorist Education, another name used for NCBRT.

- Bio: The Chemical-Biological program within NCBRT. Also used as an abbreviated name for classes in the department (BIO 1, BIO 2, etc.)

- CEU: Continuing Education Units, standard units given to adult learners for taking continuing education courses. NCBRT offers .1 units per hour of instruction to participants. For example, all participants that successfully complete a 24 hour class would receive 2.4 CEU's.

- Class: Refers to a specific instance of a course. This is the entity that has start and end dates, assigned instructors, and is worked by coordinators.

- Course: Refers to the items in the curriculum at NCBRT. Each type of class is a course.

- LE: Law Enforcement, which is the other main program (along with Bio) at NCBRT.

- LMS: Learning Management System, the acronym used for applications that track participant, instructor, course, and class data.

- NCBRT: National Center for Biomedical Research and Training, the introduction portion of this document describes NCBRT in detail.

- NCSRT: National Center for Security Research and Training, the LSU parent organization to NCBRT, established to coordinate all LSU security training.

- ODP: Office for Domestic Preparedness, branch of Department of Homeland Security, the introduction portion of this document describes NCBRT in detail.

- SAA: State Administrative Agent, the person responsible for the disbursement of state training dollars for security training.

ATTACHMENT II
PROPOSAL INFORMATION

The proposer should provide the proposal in the format outlined below:

1. Executive Summary Section

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of 90 days from the date of submission. This section should also include a short summary of the proposer's qualifications and ability to meet the University's overall requirements.

It should include a positive statement of compliance with the Request for Proposal. If the proposer cannot comply with any of the contract terms included in the RFP, an explanation of each exception must be supplied. The proposer should address the specific language in Attachment IV and submit whatever exceptions or exact contract modifications that their firm may seek to the sample contract. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

2. Corporate Background and Experience Section

The proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of their latest financial statement.

This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from entities including names and telephone numbers of those references. The proposer should take special care in including evidence of any requirements outlined in Section 3.2 of the RFP.

3. Proposed Project Staff Section

The proposer should provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically

include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address and telephone number) should be provided for the cited projects in the individual resumes. The proposer should take special care to include requirements outlined in Section 3.2 of the RFP.

Key personnel should be identified and must be committed to the Project for its duration. Once a contract is executed the Contractor's key personnel assigned may not be replaced without the written consent of NCBRT. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Contractor personnel becomes unavailable due to resignation, illness, or other factors, excluding assignment to another project, Contractor will be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks.

4. Approach and Methodology Section

- Proposer's understanding of the nature of the project and how their proposal will best meet the needs of the University.
- Proposer should define their functional approach in providing the services.
- Proposer should define their functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to Project Management and Quality Assurance.
- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, staffing.
- Proposer should define their approach implementing this system within the University's infrastructure and identifying issues that would prevent or impair implementation or operation.
- Proposer should define their strategy for project team organization and task assignments to transfer application knowledge, to position the University to be self-sufficient after implementation.
- Proposer should define their approach for defining system and data security.
- Proposer should identify areas of project risk and procedures to mitigate these risks.
- Proposer should define the methodology to be utilized for system design.
- Proposer should explain how each Task and Service will be performed (this should take into account project phasing, use of tools, technologies, etc.

5. Cost Information Section

1. Provide the total cost (inclusive of travel and all project expenses).
2. For information purposes, provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor. This is a fixed cost contract.
3. If a subcontractor will be used, clearly identify any subcontractor arrangements.

6. Administrative Information Section

1. Provide a completed Certification Statement as shown in Attachment III, Part B

2. Discuss any suggested revisions to non-mandatory terms and conditions from Attachment VI, Consulting Services Contract.

ATTACHMENT III

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The University requires that the proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: (____)_____

C. US Mail Address: _____

D. Telephone Number: _____

Proposer certifies that the above information is true and grants permission to the University to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

(1) The information contained in its response to this RFP is accurate;

(2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

(3) Proposer accepts the procedures, evaluation criteria, contract terms and conditions, and all other administrative requirements set forth in this RFP.

(4) Proposer's quote is valid for at (90) days from the date of proposer signature below;

(5) Proposer understands that if selected as the successful proposer, he/she will have (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____

SIGNATURE of Proposer's Authorized Representative DATE

ATTACHMENT IV

BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY
AND AGRICULTURAL AND MECHANICAL COLLEGE, PARISH OF EAST BATON ROUGE

CONSULTING SERVICES CONTRACT

Be it known, that on this (DATE) day of (MONTH) (YEAR), the **Board of Supervisors of Louisiana State University and A&M College** (hereinafter sometimes referred to as the "University") and (CONTRACTOR), (Contractor's Address) (hereinafter sometimes referred to as "Contractor") do hereby enter into contract under the following terms and conditions.

WHEREAS, it is agreed that the services provided hereunder are procured under an agreement provided, in whole or in part, by the United States Government;

1. **SCOPE OF SERVICES**: See Appendix A, attached hereto.

2. **GOALS AND OBJECTIVES:** The goal of the University is to develop a Data Management System that addresses the following functional areas: Contract and Course Management, Class Management, Travel, Instructor Development, Post Class Processing, Accounting, and System Administration. The system must be flexible enough to allow the addition of new funding sources, tracking of classes against these funding sources, and reporting to funding organizations. The system also should correct identified inefficiencies and allow NCBRT to be an even greater leader and counter-terrorist training provider.

3. **PERFORMANCE MEASURES:** The performance of the contract will be measured by the University Project Manager authorized on behalf of the University to evaluate the Contractor's performance against the criteria in the Statement of Work.

4. **MONITORING PLAN:** The University Project Manager, John Rials, will be authorized on behalf of the Agency to monitor the services provided by the Contractor and the expenditure of funds under this contract. John Rials, NCBRT Manager, will be primarily responsible for the day-to-day contact with the Contractor and day-to-day monitoring of the Contractor's performance. The method used to monitor the Contractor's performance will be:

   Contractor will submit monthly progress reports which will contain, at a minimum, the following: major requested changes to project scope, description of

significant accomplishments for prior reporting period, description of major activity (milestones) for next reporting period, list of deliverables and submission/approval status, and issues/potential risk log.

Additionally, status meetings will be held at a frequency determined by University Project Manager.

5. **PAYMENTS**: In consideration of the services described above, the University agrees to pay Contractor a maximum fee of $(TOTAL AMOUNT) which includes travel or other expenses not to be reimbursed separately. Payment will be made on approval of NAME. If progress and/or completion to the reasonable satisfaction of the University Department are obtained, payments are scheduled as follows: (Payment schedule)

   Invoices should be sent to the following address:
   (Name of person approving invoices)
   (Department address)

6. **TERMINATION FOR CAUSE**: The University may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the University shall give the Contractor written notice specifying the Contractors failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the University may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the University to comply with the terms and conditions of this contract; provided that the Contractor shall give the University written notice specifying the University's failure and a reasonable opportunity for the University to cure the defect.

7. **TERMINATION FOR CONVENIENCE**: The University may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

8. **OWNERSHIP**: All records, reports, documents and other material delivered or transmitted to Contractor by University shall remain the property of University, and shall be returned by Contractor to University, at Contractor's expense, at termination or expiration of this Contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of University, and shall, upon request, be delivered by Contractor to University, at Contractor's expense, at termination or expiration of this Contract. Contractor hereby conveys, transfers and fully assigns to

University all proprietary rights, title and interests in and to any works, designs and/or creative elements (collectively "Works") that are developed by and/or on behalf of Contractor pursuant to this Contract, including without limitation **all copyrights**. Contractor agrees and acknowledges that University shall have the right to obtain and hold, in its own name, all copyrights, trademarks and/or services marks which may be available for the Works. Contractor shall give University any and all assistance reasonably required to protect University's ownership and proprietary rights in any Works, including the execution of any instruments necessary to evidence, formalize and/or confirm University's ownership of the Works and/or to execute any instruments required to register copyrights, assignment of copyrights and/or other documents deemed necessary by University. Contractor also hereby specifically waives any and all moral rights in and to the Works as provided in 17 U.S.C. § 106A for any and all uses of the Works. Contractor acknowledges that acceptance by Contractor of any form of compensation or other consideration from the University shall signify and certify Contractor's valid acknowledgment and acceptance of full and final consideration from University for transfer of such Works. Any Works acquired by University from Contractor may be further identified by physical description in an addendum hereto or by actual attachment as an exhibit hereto.

9. **TAXES**: Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said contractor's obligation and identified under tax identification number (TAX ID #).

10. **ASSIGNMENT**: The contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the University, provided however, that claims for money due or to become due to the contractor from the University may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the University.

11. **AUDITORS CLAUSE**: It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

    In addition, the University, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

12. **DISCRIMINATION CLAUSE**: The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights

Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

13. **APPROVALS**: This contract is not effective until approved by the Director of the Office of Contractual Review in accordance with La. R.S. 39:1502.

14. **FISCAL FUNDING CLAUSE**: The continuation of this contract is contingent upon the appropriation of funds by the federal government to fulfill the requirements of the contract. If the federal government fails to appropriate sufficient monies to provide for the continuation of the contract, the contract shall terminate on the last day of the federal fiscal year (September 30th) for which funds have been appropriated. Such termination shall be without penalty or expense to the agency, board, or commission except for payments which have been earned prior to the termination date.

15. **ALTERATIONS**: Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this agreement, shall be allowed by University. It is the responsibility of the contractor to advise the University in advance if contract funds or contract terms may be insufficient to complete contract objectives.

16. **REMEDIES FOR DEFAULT**: Any claim or controversy arising out of this contract shall be resolved by the provisions of La. R.S. 39:1524 -1526.

17. **INDEMNIFICATION**: Each party hereto agrees to indemnify, defend and to hold the other, its officers, directors, agents and employees, harmless from and against any and all losses, liabilities, demands, suits, judgments and claims, including reasonable attorney's fees, to the extent that such losses, liabilities, demands, suits judgments, claims or fees arise out of or result from the willful act, fault, omission, or negligence of the indemnifying party, or of its employees, servants or agents, in performing its obligations under this agreement, provided, however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission or negligence.

18. **UNIVERSITY CONTACT**: The University shall appoint a Project Manager for this Contract who will provide oversight of the activities conducted hereunder.

The Project Manager for this contract is identified below. Notwithstanding the Contractor's responsibility for total management during the performance of this Contract, the assigned University Project Manager shall be the principal point of contact on behalf of the University and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

(Department Project Manager)
(Department Project Manager Telephone number)
(Department Project Manager Email address)

19. **TERM OF CONTRACT**: This contract shall begin on (BEGINNING DATE), and shall terminate on (ENDING DATE).

20. **FEDERAL ASSURANCES**

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Pollution Control Act (33 U.S.C. 1251 et seq.), as amended. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Contractor agrees to report any violations of these provisions to University.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor shall disclose to University any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

Contractor certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

21. INSURANCE

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana state agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either or them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contactor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of $1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of $1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

Subcontractor's Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

22. **APPLICABLE LAW:** This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

23. **CODE OF ETHICS:** The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the Performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

24. **KEY PERSONNEL**: Key personnel should be identified and must be committed to the Project for its duration. Once a contract is executed the Contractor's key personnel assigned may not be replaced without the written consent of NCBRT. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Contractor personnel becomes unavailable due to resignation, illness, or other factors, excluding assignment to another project, Contractor will be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks.

25. **SEVERABILITY:** If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared

severable.

26. **ENTIRE AGREEMENT:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the Contractor in response to the Department's RFP, and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

27. **ORDER OF PRECEDENCE**: In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

Accepted for: **Board of Supervisors of Louisiana State University and Agricultural and Mechanical College**

_____

Jerry J. Baudin, Ph.D.
Vice Chancellor for Finance and Administrative Services

_____

Date

Accepted For: **(CONTRACTOR)**

By:_____
(*Signature*)

_____

Date

Attachment V
DMS Data Elements

Table Name	Field Name	Data Type	Size
AcctType	AcctType	varchar	50
AcctType	Active	bit	1
AcctType	CreateDate	datetime	8
AcctType	CreateUserName	varchar	50
AcctType	UpdateDate	datetime	8
AcctType	UpdateUserName	varchar	50
ActionStep	ActionStep	varchar	250
ActionStep	ActionStepSort	int	4
ActionStep	Active	bit	1
ActionStep	CreateDate	datetime	8
ActionStep	CreateUserName	varchar	50
ActionStep	UpdateDate	datetime	8
ActionStep	UpdateUserName	varchar	50
ActivityDtl	Active	bit	1
ActivityDtl	ActivityDtl	varchar	50
ActivityDtl	CreateDate	datetime	8
ActivityDtl	CreateUserName	varchar	50
ActivityDtl	UpdateDate	datetime	8
ActivityDtl	UpdateUserName	varchar	50
ActivityType	Active	bit	1
ActivityType	ActivityType	varchar	50
ActivityType	ClassStatus	varchar	50
ActivityType	CreateDate	datetime	8
ActivityType	CreateUserName	varchar	50
ActivityType	UpdateDate	datetime	8
ActivityType	UpdateUserName	varchar	50
Address	Addr1	varchar	100
Address	Addr2	varchar	100
Address	AddressID	int	4
Address	City	varchar	50
Address	CountryAbbrev	varchar	10
Address	County	varchar	50
Address	CreateDate	datetime	8
Address	CreateUserName	varchar	50
Address	LegacyAddressID	varchar	60
Address	PostalCode	varchar	50
Address	StateAbbrev	varchar	10
Address	UpdateDate	datetime	8
Address	UpdateUserName	varchar	50
AddressType	Active	bit	1
AddressType	AddressType	varchar	50
AddressType	CreateDate	datetime	8
AddressType	CreateUserName	varchar	50
AddressType	UpdateDate	datetime	8
AddressType	UpdateUserName	varchar	50

AnswerPool	AnswerID	int	4
AnswerPool	AnswerText	varchar	200
AnswerPool	CorrectAnswer	bit	1
AnswerPool	CreateDate	datetime	8
AnswerPool	CreateUserName	varchar	50
AnswerPool	QuestionID	int	4
AnswerPool	UpdateDate	datetime	8
AnswerPool	UpdateUserName	varchar	50
AreaOfJurisdiction	Active	bit	1
AreaOfJurisdiction	CreateDate	datetime	8
AreaOfJurisdiction	CreateUserName	varchar	50
AreaOfJurisdiction	Jurisdiction	varchar	50
AreaOfJurisdiction	UpdateDate	datetime	8
AreaOfJurisdiction	UpdateUserName	varchar	50
BillingOption	Active	bit	1
BillingOption	BillingOption	char	19
BillingOption	CreateDate	datetime	8
BillingOption	CreateUserName	varchar	50
BillingOption	UpdateDate	datetime	8
BillingOption	UpdateUserName	varchar	50
Carrier	AcctWithCarrier	varchar	50
Carrier	Active	bit	1
Carrier	CarrierIcon	varchar	50
Carrier	CarrierID	varchar	10
Carrier	CarrierName	varchar	50
Carrier	CreateDate	datetime	8
Carrier	CreateUserName	varchar	50
Carrier	UpdateDate	datetime	8
Carrier	UpdateUserName	varchar	50
CertificationTypeODP	Active	bit	1
CertificationTypeODP	CertifiedODP	varchar	50
CertificationTypeODP	CreateDate	datetime	8
CertificationTypeODP	CreateUserName	varchar	50
CertificationTypeODP	UpdateDate	datetime	8
CertificationTypeODP	UpdateUserName	varchar	50
ChartOfAccts	AcctExpiration	datetime	8
ChartOfAccts	AcctID	int	4
ChartOfAccts	AcctMajor	varchar	50
ChartOfAccts	AcctMinor	varchar	50
ChartOfAccts	AcctSub	varchar	50
ChartOfAccts	AcctType	varchar	50
ChartOfAccts	CreateDate	datetime	8
ChartOfAccts	CreateUserName	varchar	50
ChartOfAccts	TaskNum	int	4
ChartOfAccts	UpdateDate	datetime	8
ChartOfAccts	UpdateUserName	varchar	50
Class	AcctID	int	4
Class	City	varchar	50
Class	ClassClient	varchar	50
Class	ClassID	int	4

Class	CountryAbbrev	varchar	10
Class	CourseID	int	4
Class	CreateDate	datetime	8
Class	CreateuserName	varchar	50
Class	EndDate	datetime	8
Class	ExpectedEnrollment	int	4
Class	ExpectedEnrollmentDate	datetime	8
Class	FacilityID	int	4
Class	FacilityRoom	varchar	50
Class	GuidebooksDistributed	int	4
Class	HostAgency	int	4
Class	IgnoreCourseMaterials	bit	1
Class	LegacyClassID	varchar	50
Class	MaxEnrollment	int	4
Class	NoEvals	bit	1
Class	NoMaterials	bit	1
Class	RequestRangeEnd	datetime	8
Class	RequestRangeStart	datetime	8
Class	ShipAttnBldg	varchar	50
Class	ShipAttnOrg	varchar	50
Class	ShipAttnPerson	varchar	50
Class	ShipAttnPhone	varchar	50
Class	ShippingAddressID	int	4
Class	StartDate	datetime	8
Class	State	varchar	10
Class	UpdateDate	datetime	8
Class	UpdateUserName	varchar	50
ClassActivity	ActivityDate	datetime	8
ClassActivity	ActivityDtl	varchar	50
ClassActivity	ActivityType	varchar	50
ClassActivity	ClassActivityID	int	4
ClassActivity	ClassID	int	4
ClassActivity	Comments	varchar	4000
ClassActivity	CreateDate	datetime	8
ClassActivity	CreateUserName	varchar	50
ClassActivity	Department	varchar	50
ClassActivity	EmployeeID	int	4
ClassActivity	PersonID	int	4
ClassActivity	UpdateDate	datetime	8
ClassActivity	UpdateUserName	varchar	50
ClassAlterations	AlterCount	int	4
ClassAlterations	ChangeID	int	4
ClassAlterations	ClassID	int	4
ClassAlterations	Comment	varchar	4000
ClassAlterations	CreateDate	datetime	8
ClassAlterations	CreateUserName	varchar	50
ClassAlterations	EquipType	varchar	50
ClassAlterations	InvID	int	4
ClassAlterations	UpdateDate	datetime	8
ClassAlterations	UpdateUserName	varchar	50

ClassClient	Active	bit	1
ClassClient	ClassClient	varchar	50
ClassClient	CreateDate	datetime	8
ClassClient	CreateUserName	varchar	50
ClassClient	UpdateDate	datetime	8
ClassClient	UpdateUserName	varchar	50
ClassContact	ClassID	int	4
ClassContact	ContactType	varchar	50
ClassContact	CreateDate	datetime	8
ClassContact	CreateUserName	varchar	50
ClassContact	JobTitle	varchar	50
ClassContact	PersonID	int	4
ClassContact	UpdateDate	datetime	8
ClassContact	UpdateUserName	varchar	50
ClassContactType	Active	bit	1
ClassContactType	ContactType	varchar	50
ClassContactType	CreateDate	datetime	8
ClassContactType	CreateUserName	varchar	50
ClassContactType	UpdateDate	datetime	8
ClassContactType	UpdateUserName	varchar	50
ClassInstructor	AssignmentID	int	4
ClassInstructor	ClassID	int	4
ClassInstructor	CreateDate	datetime	8
ClassInstructor	CreateUserName	varchar	50
ClassInstructor	InstructorClassRole	varchar	50
ClassInstructor	InstructorComments	varchar	250
ClassInstructor	QualificationID	int	4
ClassInstructor	Rate	decimal	9
ClassInstructor	TEVDate	datetime	8
ClassInstructor	TEVNum	int	4
ClassInstructor	UpdateDate	datetime	8
ClassInstructor	UpdateUserName	varchar	50
ClassInstructorActivity	AssignmentID	int	4
ClassInstructorActivity	ClassInstructorActivityID	int	4
ClassInstructorActivity	Comments	text	16
ClassInstructorActivity	CreateDate	datetime	8
ClassInstructorActivity	CreateUserName	varchar	50
ClassInstructorActivity	DateComplete	datetime	8
ClassInstructorActivity	InstructorActivity	varchar	50
ClassInstructorActivity	UpdateDate	datetime	8
ClassInstructorActivity	UpdateUserName	varchar	50
ClassInstructorActivityType	Active	bit	1
ClassInstructorActivityType	CreateDate	datetime	8
ClassInstructorActivityType	CreateUserName	varchar	50
ClassInstructorActivityType	InstructorActivity	varchar	50
ClassInstructorActivityType	UpdateDate	datetime	8
ClassInstructorActivityType	UpdateUserName	varchar	50
ClassModule	AssignmentID	int	4
ClassModule	ClassID	int	4
ClassModule	CourseDeliveryID	int	4

ClassParticipant	ActionStepOther	varchar	250
ClassParticipant	AgencyCounty	varchar	50
ClassParticipant	CertificateAddress	int	4
ClassParticipant	CEU	decimal	9
ClassParticipant	ClassID	int	4
ClassParticipant	CreateDate	datetime	8
ClassParticipant	CreateUserName	varchar	50
ClassParticipant	DeptTrain	bit	1
ClassParticipant	DeptType	varchar	50
ClassParticipant	EstimatedDemographics	bit	1
ClassParticipant	EvalComments	text	16
ClassParticipant	EvalCourseImproveRecs	text	16
ClassParticipant	FederalEmployee	bit	1
ClassParticipant	GreenCard	bit	1
ClassParticipant	HomeZipCode	varchar	15
ClassParticipant	HoursRec	decimal	9
ClassParticipant	JobTitle	varchar	100
ClassParticipant	Jurisdiction	varchar	50
ClassParticipant	Observer	bit	1
ClassParticipant	OtherDeptTrain	bit	1
ClassParticipant	OtherDeptType	varchar	50
ClassParticipant	OtherJobDuty1	varchar	50
ClassParticipant	OtherJobDuty2	varchar	50
ClassParticipant	OtherJobDuty3	varchar	50
ClassParticipant	OtherJurisdiction	varchar	50
ClassParticipant	OtherWMDBackground	varchar	50
ClassParticipant	ParticipantID	int	4
ClassParticipant	PersonID	int	4
ClassParticipant	PrimaryJobDuty	varchar	50
ClassParticipant	ProfessionalBackground	varchar	50
ClassParticipant	SecondaryJobDuty	varchar	50
ClassParticipant	TertiaryJobDuty	varchar	50
ClassParticipant	Title	varchar	50
ClassParticipant	TrainerExperience	bit	1
ClassParticipant	UpdateDate	datetime	8
ClassParticipant	UpdateUserName	varchar	50
ClassParticipant	USCitizen	bit	1
ClassParticipant	Visa	bit	1
ClassParticipant	YearsInAgency	int	4
ClassParticipant	YearsInProfession	int	4
Client	Active	bit	1
Client	ClientID	varchar	50
Client	CreateDate	datetime	8
Client	CreateUserName	varchar	50
Client	FiscalYearStart	datetime	8
Client	UpdateDate	datetime	8
Client	UpdateUserName	varchar	50
ClientCourseware	AcctID	int	4
ClientCourseware	ClientCourseCode	varchar	50
ClientCourseware	ClientCourseID	int	4

ClientCourseware	ClientCourseName	varchar	200
ClientCourseware	ClientID	varchar	50
ClientCourseware	CreateDate	datetime	8
ClientCourseware	CreateUserName	varchar	50
ClientCourseware	DataCenterInst	text	16
ClientCourseware	MasterID	int	4
ClientCourseware	ReportToDHS	bit	1
ClientCourseware	UpdateDate	datetime	8
ClientCourseware	UpdateUserName	varchar	50
ContainerTransaction	CreateDate	datetime	8
ContainerTransaction	CreateUserName	varchar	50
ContainerTransaction	InvID	int	4
ContainerTransaction	LabelID	int	4
ContainerTransaction	TransactionID	int	4
ContainerTransaction	UpdateDate	datetime	8
ContainerTransaction	UpdateUserName	varchar	50
Country	Active	bit	1
Country	CountryAbbrev	varchar	10
Country	CountryName	varchar	50
Country	CreateDate	datetime	8
Country	CreateUserName	varchar	50
Country	RegionID	int	4
Country	UpdateDate	datetime	8
Country	UpdateUserName	varchar	50
Course	CertLine1	varchar	200
Course	CertLine2	varchar	200
Course	ClientCourseID	int	4
Course	CourseDeliveryID	int	4
Course	CourseID	int	4
Course	CourseNickname	varchar	50
Course	CreateDate	datetime	8
Course	CreateUserName	varchar	50
Course	DaysBeforeMaterialArrive	int	4
Course	DeliveryType	varchar	50
Course	LegacyCourseID	varchar	4
Course	UpdateDate	datetime	8
Course	UpdateUserName	varchar	50
CourseAssessment	Active	bit	1
CourseAssessment	Assessment	varchar	250
CourseAssessment	AssessmentID	varchar	10
CourseAssessment	CreateDate	datetime	8
CourseAssessment	CreateUserName	varchar	50
CourseAssessment	UpdateDate	datetime	8
CourseAssessment	UpdateUserName	varchar	50
CourseCoordinator	CourseID	int	4
CourseCoordinator	CreateDate	datetime	8
CourseCoordinator	CreateUserName	varchar	50
CourseCoordinator	PersonID	int	4
CourseCoordinator	Primary	bit	1
CourseCoordinator	UpdateDate	datetime	8

CourseCoordinator	UpdateUserName	varchar	50
CourseObjectives	CreateDate	datetime	8
CourseObjectives	CreateUserName	varchar	50
CourseObjectives	MasterID	int	4
CourseObjectives	ObjectiveID	int	4
CourseObjectives	TerminalObjectivesSort	int	4
CourseObjectives	UpdateDate	datetime	8
CourseObjectives	UpdateUserName	varchar	50
CourseTest	CourseID	int	4
CourseTest	MinCorrect	int	4
CourseTest	TestID	int	4
CoursewareDelivery	CEUs	decimal	9
CoursewareDelivery	CMEs	decimal	9
CoursewareDelivery	CourseDeliveryID	int	4
CoursewareDelivery	CreateDate	datetime	8
CoursewareDelivery	CreateUserName	varchar	50
CoursewareDelivery	DeliveryFormat	varchar	50
CoursewareDelivery	Hours	int	4
CoursewareDelivery	MasterID	int	4
CoursewareDelivery	Minutes	int	4
CoursewareDelivery	UpdateDate	datetime	8
CoursewareDelivery	UpdateUserName	varchar	50
DeliveryFormat	Active	bit	1
DeliveryFormat	CreateDate	datetime	8
DeliveryFormat	CreateUserName	varchar	50
DeliveryFormat	DeliveryFormat	varchar	50
DeliveryFormat	UpdateDate	datetime	8
DeliveryFormat	UpdateUserName	varchar	50
DeliveryType	Active	bit	1
DeliveryType	CreateDate	datetime	8
DeliveryType	CreateUserName	varchar	50
DeliveryType	DeliveryType	varchar	50
DeliveryType	Indirect	bit	1
DeliveryType	UpdateDate	datetime	8
DeliveryType	UpdateUserName	varchar	50
Department	Active	bit	1
Department	CreateDate	datetime	8
Department	CreateUserName	varchar	50
Department	Department	varchar	50
Department	UpdateDate	datetime	8
Department	UpdateUserName	varchar	50
DeptType	Active	bit	1
DeptType	CreateDate	datetime	8
DeptType	CreateUserName	varchar	50
DeptType	DeptType	varchar	50
DeptType	UpdateDate	datetime	8
DeptType	UpdateUserName	varchar	50
DocumentType	Active	bit	1
DocumentType	CreateDate	datetime	8
DocumentType	CreateUserName	varchar	50

DocumentType	DocumentName	varchar	50
DocumentType	UpdateDate	datetime	8
DocumentType	UpdateUserName	varchar	50
Employee	Active	bit	1
Employee	CreateDate	datetime	8
Employee	CreateUserName	varchar	50
Employee	Department	varchar	50
Employee	EmployeeType	varchar	50
Employee	Office	varchar	50
Employee	PersonID	int	4
Employee	Supervisor	int	4
Employee	UpdateDate	datetime	8
Employee	UpdateUserName	varchar	50
EmployeeType	Active	bit	1
EmployeeType	CreateDate	datetime	8
EmployeeType	CreateUserName	varchar	50
EmployeeType	EmployeeType	varchar	50
EmployeeType	UpdateDate	datetime	8
EmployeeType	UpdateUserName	varchar	50
EquipmentType	Active	bit	1
EquipmentType	CreateDate	datetime	8
EquipmentType	CreateUserName	varchar	50
EquipmentType	EquipComboBoxID	int	4
EquipmentType	EquipType	varchar	50
EquipmentType	UpdateDate	datetime	8
EquipmentType	UpdateUserName	varchar	50
EvalForm	CreateDate	datetime	8
EvalForm	CreateUserName	varchar	50
EvalForm	EvalFormID	int	4
EvalForm	UpdateDate	datetime	8
EvalForm	UpdateUserName	varchar	50
EvalFormObjectives	CreateDate	datetime	8
EvalFormObjectives	CreateUserName	varchar	50
EvalFormObjectives	EvalFormID	int	4
EvalFormObjectives	MasterID	int	4
EvalFormObjectives	ObjectiveID	int	4
EvalFormObjectives	SortOrder	int	4
EvalFormObjectives	UpdateDate	datetime	8
EvalFormObjectives	UpdateUserName	varchar	50
ExportLog	CreateDate	datetime	8
ExportLog	CreateUserName	varchar	50
ExportLog	ExportDate	datetime	8
ExportLog	ExportID	int	4
ExportLog	InitiatedBy	varchar	10
ExportLog	Result	varchar	10
ExportLog	SchemaVersion	varchar	50
ExportLog	UpdateDate	datetime	8
ExportLog	UpdateUserName	varchar	50
ExportLog	XmlFileName	varchar	50
Facility	AddressID	int	4

Facility	CreateDate	datetime	8
Facility	CreateUserName	varchar	50
Facility	FacilityID	int	4
Facility	FacilityName	varchar	100
Facility	NearbyHotels	text	16
Facility	NearestAirport	text	16
Facility	Residential	bit	1
Facility	UpdateDate	datetime	8
Facility	UpdateUserName	varchar	50
FacilityEquipment	CreateDate	datetime	8
FacilityEquipment	CreateUserName	varchar	50
FacilityEquipment	EquipmentType	varchar	50
FacilityEquipment	FacilityID	int	4
FacilityEquipment	UpdateDate	datetime	8
FacilityEquipment	UpdateUserName	varchar	50
FacilityEquipmentType	Active	bit	1
FacilityEquipmentType	CreateDate	datetime	8
FacilityEquipmentType	CreateUserName	varchar	50
FacilityEquipmentType	EquipmentType	varchar	50
FacilityEquipmentType	UpdateDate	datetime	8
FacilityEquipmentType	UpdateUserName	varchar	50
FacultyQualifications	Active	bit	1
FacultyQualifications	CourseDeliveryID	int	4
FacultyQualifications	CreateDate	datetime	8
FacultyQualifications	CreateUserName	varchar	50
FacultyQualifications	CurrentRate	decimal	9
FacultyQualifications	ExpirationDate	datetime	8
FacultyQualifications	InstructorClassRole	varchar	50
FacultyQualifications	PersonID	int	4
FacultyQualifications	QualificationDate	datetime	8
FacultyQualifications	QualificationID	int	4
FacultyQualifications	UpdateDate	datetime	8
FacultyQualifications	UpdateUserName	varchar	50
Instructor	Active	bit	1
Instructor	Comments	text	16
Instructor	Contractor	bit	1
Instructor	CreateDate	datetime	8
Instructor	CreateUserName	varchar	50
Instructor	InstructorBio	text	16
Instructor	PersonID	int	4
Instructor	Resume	varchar	200
Instructor	StartDate	datetime	8
Instructor	UpdateDate	datetime	8
Instructor	UpdateUserName	varchar	50
InstructorClassRole	Active	bit	1
InstructorClassRole	CreateDate	datetime	8
InstructorClassRole	CreateUserName	varchar	50
InstructorClassRole	InstructorClassRole	varchar	50
InstructorClassRole	RoleRank	int	4
InstructorClassRole	UpdateDate	datetime	8

InstructorClassRole	UpdateUserName	varchar	50
InstructorDays	CreateDate	datetime	8
InstructorDays	CreateUserName	varchar	50
InstructorDays	DateAvail	datetime	8
InstructorDays	PersonID	int	4
InstructorDays	UpdateDate	datetime	8
InstructorDays	UpdateUserName	varchar	50
InstructorPayroll	AcctID	int	4
InstructorPayroll	AssignmentID	int	4
InstructorPayroll	CreateDate	datetime	8
InstructorPayroll	CreateUserName	varchar	50
InstructorPayroll	HoursWorked	decimal	9
InstructorPayroll	PayrollID	int	4
InstructorPayroll	Rate	decimal	9
InstructorPayroll	UpdateDate	datetime	8
InstructorPayroll	UpdateUserName	varchar	50
InstructorPayroll	VoucherDate	datetime	8
InstructorPayroll	VoucherNum	varchar	10
InstructorPayroll	WorkDate	datetime	8
InstructorTravel	AcctID	int	4
InstructorTravel	AssignmentID	int	4
InstructorTravel	Cancelled	bit	1
InstructorTravel	Comment	varchar	250
InstructorTravel	Cost	decimal	9
InstructorTravel	CreateDate	datetime	8
InstructorTravel	CreateUserName	varchar	50
InstructorTravel	InstructorTravelID	int	4
InstructorTravel	ItemDate	datetime	8
InstructorTravel	ItemQuantity	decimal	9
InstructorTravel	ObjectCode	varchar	10
InstructorTravel	Request	bit	1
InstructorTravel	RequestLineItem	int	4
InstructorTravel	TravelFileName	varchar	250
InstructorTravel	TravelItem	varchar	50
InstructorTravel	TravelURL	varchar	250
InstructorTravel	UpdateDate	datetime	8
InstructorTravel	UpdateUserName	varchar	50
InstructorTravel	VendorID	int	4
ItemReservations	ClassID	int	4
ItemReservations	CreateDate	datetime	8
ItemReservations	CreateUserName	varchar	50
ItemReservations	InvID	int	4
ItemReservations	NumberReserved	int	4
ItemReservations	UpdateDate	datetime	8
ItemReservations	UpdateUserName	varchar	50
JobDuty	Active	bit	1
JobDuty	CreateDate	datetime	8
JobDuty	CreateUserName	varchar	50
JobDuty	JobDuty	varchar	50
JobDuty	UpdateDate	datetime	8

JobDuty	UpdateUserName	varchar	50
LookupTables	CreateDate	datetime	8
LookupTables	CreateUserName	varchar	50
LookupTables	Responsibility	varchar	50
LookupTables	TableName	varchar	50
LookupTables	UpdateDate	datetime	8
LookupTables	UpdateUserName	varchar	50
Manufacturer	Active	bit	1
Manufacturer	CreateDate	datetime	8
Manufacturer	CreateUserName	varchar	50
Manufacturer	MfrName	varchar	50
Manufacturer	UpdateDate	datetime	8
Manufacturer	UpdateUserName	varchar	50
Master	BrochureDesc	text	16
Master	BrochureModuleDesc	text	16
Master	CatalogDesc	text	16
Master	CertifiedODP	varchar	50
Master	CostDesc	text	16
Master	CreateDate	datetime	8
Master	CreateUserName	varchar	50
Master	DeliveryDesc	text	16
Master	MasterID	int	4
Master	MasterLevel	varchar	50
Master	MasterName	varchar	200
Master	NodeType	varchar	50
Master	PrereqDesc	text	16
Master	ProgramName	varchar	50
Master	UpdateDate	datetime	8
Master	UpdateUserName	varchar	50
MasterAlias	CreateDate	datetime	8
MasterAlias	CreateUserName	varchar	50
MasterAlias	MasterAlias	varchar	200
MasterAlias	MasterID	int	4
MasterAlias	UpdateDate	datetime	8
MasterAlias	UpdateUserName	varchar	50
MasterHierarchy	ChildID	int	4
MasterHierarchy	CreateDate	datetime	8
MasterHierarchy	CreateUserName	varchar	50
MasterHierarchy	MasterID	int	4
MasterHierarchy	SortOrder	int	4
MasterHierarchy	UpdateDate	datetime	8
MasterHierarchy	UpdateUserName	varchar	50
MasterHistory	CreateDate	datetime	8
MasterHistory	CreateUserName	varchar	50
MasterHistory	MasterID	int	4
MasterHistory	MasterStatus	varchar	50
MasterHistory	StatusDate	datetime	8
MasterHistory	UpdateDate	datetime	8
MasterHistory	UpdateUserName	varchar	50
MasterLevel	Active	bit	1

MasterLevel	CreateDate	datetime	8
MasterLevel	CreateUserName	varchar	50
MasterLevel	MasterLevel	varchar	50
MasterLevel	UpdateDate	datetime	8
MasterLevel	UpdateUserName	varchar	50
MasterStatus	Active	bit	1
MasterStatus	CanSchedule	bit	1
MasterStatus	CreateDate	datetime	8
MasterStatus	CreateUserName	varchar	50
MasterStatus	MasterStatus	varchar	50
MasterStatus	UpdateDate	datetime	8
MasterStatus	UpdateUserName	varchar	50
Material	BarCode	varchar	50
Material	CreateDate	datetime	8
Material	CreateUserName	varchar	50
Material	DefaultUnitCost	decimal	9
Material	EquipType	varchar	50
Material	Inactive	bit	1
Material	InactiveReason	text	16
Material	InvID	int	4
Material	IsContainer	bit	1
Material	IsReusable	bit	1
Material	ItemDesc	varchar	200
Material	MaterialClass	varchar	50
Material	MaterialName	varchar	50
Material	MfrName	varchar	50
Material	ReorderLevel	int	4
Material	SerialNum	varchar	50
Material	ShipDesc	char	35
Material	ShipHeight	decimal	9
Material	ShipLength	decimal	9
Material	ShipWeight	decimal	9
Material	ShipWidth	decimal	9
Material	UnivNumber	varchar	50
Material	UnivSurplus	bit	1
Material	UOM	varchar	50
Material	UpdateDate	datetime	8
Material	UpdateUserName	varchar	50
MaterialClassification	Active	bit	1
MaterialClassification	CreateDate	datetime	8
MaterialClassification	CreateUserName	varchar	50
MaterialClassification	MaterialClass	varchar	50
MaterialClassification	UpdateDate	datetime	8
MaterialClassification	UpdateUserName	varchar	50
MaterialHierarchy	CreateDate	datetime	8
MaterialHierarchy	CreateUserName	varchar	50
MaterialHierarchy	GroupName	varchar	50
MaterialHierarchy	HierarchyID	int	4
MaterialHierarchy	InvID	int	4
MaterialHierarchy	ParentHierarchyID	int	4

MaterialHierarchy	Quantity	int	4
MaterialHierarchy	UpdateDate	datetime	8
MaterialHierarchy	UpdateUserName	varchar	50
MaterialTransaction	AcctID	int	4
MaterialTransaction	Comments	varchar	250
MaterialTransaction	CreateDate	datetime	8
MaterialTransaction	CreateUserName	varchar	50
MaterialTransaction	FiscalYear	datetime	8
MaterialTransaction	InvID	int	4
MaterialTransaction	NumAffected	int	4
MaterialTransaction	ObjectCode	varchar	10
MaterialTransaction	POID	int	4
MaterialTransaction	SupplierName	varchar	50
MaterialTransaction	TransactionID	int	4
MaterialTransaction	TransCost	decimal	9
MaterialTransaction	TransDate	datetime	8
MaterialTransaction	TransType	varchar	50
MaterialTransaction	UpdateDate	datetime	8
MaterialTransaction	UpdateUserName	varchar	50
MiscShippingRequest	AcctID	int	4
MiscShippingRequest	AddressID	int	4
MiscShippingRequest	Comments	varchar	250
MiscShippingRequest	CreateDate	datetime	8
MiscShippingRequest	CreateUserName	varchar	50
MiscShippingRequest	PersonID	int	4
MiscShippingRequest	PhoneNumber	varchar	50
MiscShippingRequest	ShipBy	datetime	8
MiscShippingRequest	ShippingRequestID	int	4
MiscShippingRequest	ShipTo	varchar	50
MiscShippingRequest	UpdateDate	datetime	8
MiscShippingRequest	UpdateUserName	varchar	50
MiscShippingRequest	Voided	bit	1
MiscShippingRequestItems	CreateDate	datetime	8
MiscShippingRequestItems	CreateUserName	varchar	50
MiscShippingRequestItems	EquipType	varchar	50
MiscShippingRequestItems	InvID	int	4
MiscShippingRequestItems	NumItems	int	4
MiscShippingRequestItems	ShippingRequestDtlID	int	4
MiscShippingRequestItems	ShippingRequestID	int	4
MiscShippingRequestItems	UpdateDate	datetime	8
MiscShippingRequestItems	UpdateUserName	varchar	50
NodeType	Active	bit	1
NodeType	CreateDate	datetime	8
NodeType	CreateUserName	varchar	50
NodeType	NodeType	varchar	50
NodeType	UpdateDate	datetime	8
NodeType	UpdateUserName	varchar	50
ObjectCodes	Active	bit	1
ObjectCodes	CodeDesc	varchar	200
ObjectCodes	CreateDate	datetime	8

ObjectCodes	CreateUserName	varchar	50
ObjectCodes	ObjectCode	varchar	10
ObjectCodes	UpdateDate	datetime	8
ObjectCodes	UpdateUserName	varchar	50
Objective	CreateDate	datetime	8
Objective	CreateUserName	varchar	50
Objective	ObjectiveDesc	text	16
Objective	ObjectiveID	int	4
Objective	ObjectiveTitle	varchar	50
Objective	UpdateDate	datetime	8
Objective	UpdateUserName	varchar	50
Options	BillingOption	char	19
Options	CostPerMile	decimal	9
Options	CreateDate	datetime	8
Options	CreateUserName	varchar	50
Options	NextTEVNum	int	4
Options	OptionDate	datetime	8
Options	PackageType	char	15
Options	PayrollObjectCode	varchar	10
Options	RfattPhone	varchar	50
Options	Service	char	21
Options	ShipFromAddr2	char	35
Options	ShipFromAttn	char	35
Options	ShipFromCity	varchar	50
Options	ShipFromCountry	varchar	50
Options	ShipFromPhone	varchar	50
Options	ShipFromState	varchar	50
Options	ShipFromStreet	varchar	50
Options	ShipFromZipCode	varchar	50
Options	ShipmentFromCompany	varchar	50
Options	TravelContact	varchar	50
Options	TravelDept	varchar	50
Options	TravelersSignature	varchar	50
Options	TravelersTitle	varchar	50
Options	TravelPhone	varchar	50
Options	UpdateDate	datetime	8
Options	UpdateUserName	varchar	50
Options	UPSAccessKey	varbinary	100
Options	UPSAccountNum	varchar	10
Options	UPSPassword	varbinary	100
Options	UPSUsername	varchar	50
Organization	CreateDate	datetime	8
Organization	CreateUserName	varchar	50
Organization	OrgID	int	4
Organization	OrgName	varchar	100
Organization	OrgType	varchar	50
Organization	UpdateDate	datetime	8
Organization	UpdateUserName	varchar	50
OrganizationAddress	AddressID	int	4
OrganizationAddress	AttnTo	varchar	100

OrganizationAddress	CreateDate	datetime	8
OrganizationAddress	CreateUserName	varchar	50
OrganizationAddress	OrgID	int	4
OrganizationAddress	OrgSiteName	varchar	50
OrganizationAddress	UpdateDate	datetime	8
OrganizationAddress	UpdateUserName	varchar	50
OrgType	Active	bit	1
OrgType	CreateDate	datetime	8
OrgType	CreateUserName	varchar	50
OrgType	OrgType	varchar	50
OrgType	UpdateDate	datetime	8
OrgType	UpdateUserName	varchar	50
PackageType	Active	bit	1
PackageType	CreateDate	datetime	8
PackageType	CreateUserName	varchar	50
PackageType	PackageType	char	15
PackageType	UpdateDate	datetime	8
PackageType	UpdateUserName	varchar	50
PackingList	ContainerName	varchar	50
PackingList	CourseID	int	4
PackingList	CreateDate	datetime	8
PackingList	CreateUserName	varchar	50
PackingList	EquipType	varchar	50
PackingList	InvID	int	4
PackingList	NumItems	int	4
PackingList	NumOf	varchar	50
PackingList	PackListID	int	4
PackingList	PerNum	int	4
PackingList	UpdateDate	datetime	8
PackingList	UpdateUserName	varchar	50
ParticipantActionStep	ActionStep	varchar	250
ParticipantActionStep	CreateDate	datetime	8
ParticipantActionStep	CreateUserName	varchar	50
ParticipantActionStep	ParticipantID	int	4
ParticipantActionStep	UpdateDate	datetime	8
ParticipantActionStep	UpdateUserName	varchar	50
ParticipantAnswers	AnswerID	int	4
ParticipantAnswers	CreateDate	datetime	8
ParticipantAnswers	CreateUserName	varchar	50
ParticipantAnswers	ParticipantAnswerID	int	4
ParticipantAnswers	ParticipantTestID	int	4
ParticipantAnswers	QuestionID	int	4
ParticipantAnswers	TestID	int	4
ParticipantAnswers	UpdateDate	datetime	8
ParticipantAnswers	UpdateUserName	varchar	50
ParticipantAssessment	Assessment	varchar	250
ParticipantAssessment	CreateDate	datetime	8
ParticipantAssessment	CreateUserName	varchar	50
ParticipantAssessment	ParticipantID	int	4
ParticipantAssessment	Score	int	4

ParticipantAssessment	UpdateDate	datetime	8
ParticipantAssessment	UpdateUserName	varchar	50
ParticipantDocument	CreateDate	datetime	8
ParticipantDocument	CreateUserName	varchar	50
ParticipantDocument	DocumentID	int	4
ParticipantDocument	DocumentName	varchar	50
ParticipantDocument	FileName	varchar	200
ParticipantDocument	ParticipantID	int	4
ParticipantDocument	UpdateDate	datetime	8
ParticipantDocument	UpdateUserName	varchar	50
ParticipantEvaluation	AfterScore	int	4
ParticipantEvaluation	BeforeScore	int	4
ParticipantEvaluation	CreateDate	datetime	8
ParticipantEvaluation	CreateUserName	varchar	50
ParticipantEvaluation	EvalFormID	int	4
ParticipantEvaluation	MasterID	int	4
ParticipantEvaluation	ObjectiveID	int	4
ParticipantEvaluation	ParticipantEvaluationID	int	4
ParticipantEvaluation	ParticipantID	int	4
ParticipantEvaluation	UpdateDate	datetime	8
ParticipantEvaluation	UpdateUserName	varchar	50
ParticipantTest	CreateDate	datetime	8
ParticipantTest	CreateUserName	varchar	50
ParticipantTest	ParticipantID	int	4
ParticipantTest	ParticipantTestID	int	4
ParticipantTest	TestDate	datetime	8
ParticipantTest	TestID	int	4
ParticipantTest	TestType	varchar	50
ParticipantTest	UpdateDate	datetime	8
ParticipantTest	UpdateUserName	varchar	50
ParticipantWMDBackground	CreateDate	datetime	8
ParticipantWMDBackground	CreateUserName	varchar	50
ParticipantWMDBackground	ParticipantID	int	4
ParticipantWMDBackground	UpdateDate	datetime	8
ParticipantWMDBackground	UpdateUserName	varchar	50
ParticipantWMDBackground	WMDBackground	varchar	100
Person	AD_LoginID	varchar	50
Person	Comments	varchar	250
Person	CreateDate	datetime	8
Person	CreateUserName	varchar	50
Person	DateOfBirth	datetime	8
Person	EmailAddress	varchar	100
Person	FirstName	varchar	50
Person	JobTitle	varchar	100
Person	LastName	varchar	50
Person	LegacyInstructorNum	int	4
Person	LegacyPersonID	varchar	50
Person	MiddleName	varchar	50
Person	OrgID	int	4
Person	PersonID	int	4

Person	PersonPhoto	varchar	200
Person	Salutation	varchar	50
Person	SSN	varchar	50
Person	Suffix	varchar	50
Person	UpdateDate	datetime	8
Person	UpdateUserName	varchar	50
PersonAddress	AddressID	int	4
PersonAddress	AddressType	varchar	50
PersonAddress	CreateDate	datetime	8
PersonAddress	CreateUserName	varchar	50
PersonAddress	IsPrimary	bit	1
PersonAddress	PersonID	int	4
PersonAddress	UpdateDate	datetime	8
PersonAddress	UpdateUserName	varchar	50
PhoneNumber	CreateDate	datetime	8
PhoneNumber	CreateUserName	varchar	50
PhoneNumber	Extension	varchar	50
PhoneNumber	IsPrimary	bit	1
PhoneNumber	PersonID	int	4
PhoneNumber	PhoneID	int	4
PhoneNumber	PhoneNumber	varchar	50
PhoneNumber	PhoneType	varchar	50
PhoneNumber	UpdateDate	datetime	8
PhoneNumber	UpdateUserName	varchar	50
PhoneType	Active	bit	1
PhoneType	CreateDate	datetime	8
PhoneType	CreateUserName	varchar	50
PhoneType	PhoneType	varchar	50
PhoneType	UpdateDate	datetime	8
PhoneType	UpdateUserName	varchar	50
ProfessionalBackground	Active	bit	1
ProfessionalBackground	CreateDate	datetime	8
ProfessionalBackground	CreateUserName	varchar	50
ProfessionalBackground	ProfessionalBackground	varchar	50
ProfessionalBackground	UpdateDate	datetime	8
ProfessionalBackground	UpdateUserName	varchar	50
Program	Active	bit	1
Program	CreateDate	datetime	8
Program	CreateUserName	varchar	50
Program	ProgramName	varchar	50
Program	UpdateDate	datetime	8
Program	UpdateUserName	varchar	50
PurchaseOrder	CreateDate	datetime	8
PurchaseOrder	CreateUserName	varchar	50
PurchaseOrder	Ongoing	bit	1
PurchaseOrder	POID	int	4
PurchaseOrder	PurchaseDeptContact	varchar	50
PurchaseOrder	RequisitionDate	datetime	8
PurchaseOrder	RequisitionNum	varchar	50
PurchaseOrder	RTP_ApprovalDate	datetime	8

PurchaseOrder	RTP_Date	datetime	8
PurchaseOrder	TotalAmt	decimal	9
PurchaseOrder	UpdateDate	datetime	8
PurchaseOrder	UpdateUserName	varchar	50
PurchaseOrderAccounts	AcctID	int	4
PurchaseOrderAccounts	Amount	decimal	9
PurchaseOrderAccounts	CreateDate	datetime	8
PurchaseOrderAccounts	CreateUserName	varchar	50
PurchaseOrderAccounts	POID	int	4
PurchaseOrderAccounts	UpdateDate	datetime	8
PurchaseOrderAccounts	UpdateUserName	varchar	50
QuestionPool	CreateDate	datetime	8
QuestionPool	CreateUserName	varchar	50
QuestionPool	QuestionID	int	4
QuestionPool	QuestionText	varchar	500
QuestionPool	UpdateDate	datetime	8
QuestionPool	UpdateUserName	varchar	50
Region	Active	bit	1
Region	CreateDate	datetime	8
Region	CreateUserName	varchar	50
Region	RegionID	int	4
Region	RegionName	varchar	50
Region	UpdateDate	datetime	8
Region	UpdateUserName	varchar	50
SavedPackage	CreateDate	datetime	8
SavedPackage	CreateUserName	varchar	50
SavedPackage	InvID	int	4
SavedPackage	PackageID	int	4
SavedPackage	PackageName	varchar	50
SavedPackage	UpdateDate	datetime	8
SavedPackage	UpdateUserName	varchar	50
SavedPackageContents	CreateDate	datetime	8
SavedPackageContents	CreateUserName	varchar	50
SavedPackageContents	InvID	int	4
SavedPackageContents	PackageID	int	4
SavedPackageContents	Quantity	int	4
SavedPackageContents	UpdateDate	datetime	8
SavedPackageContents	UpdateUserName	varchar	50
ServiceType	Active	bit	1
ServiceType	CreateDate	datetime	8
ServiceType	CreateUserName	varchar	50
ServiceType	Service	char	21
ServiceType	ServiceCode	char	2
ServiceType	UpdateDate	datetime	8
ServiceType	UpdateUserName	varchar	50
Shipment	AcctID	int	4
Shipment	BillingOption	char	19
Shipment	BillingWeight	decimal	9
Shipment	CarrierID	varchar	10
Shipment	CreateDate	datetime	8

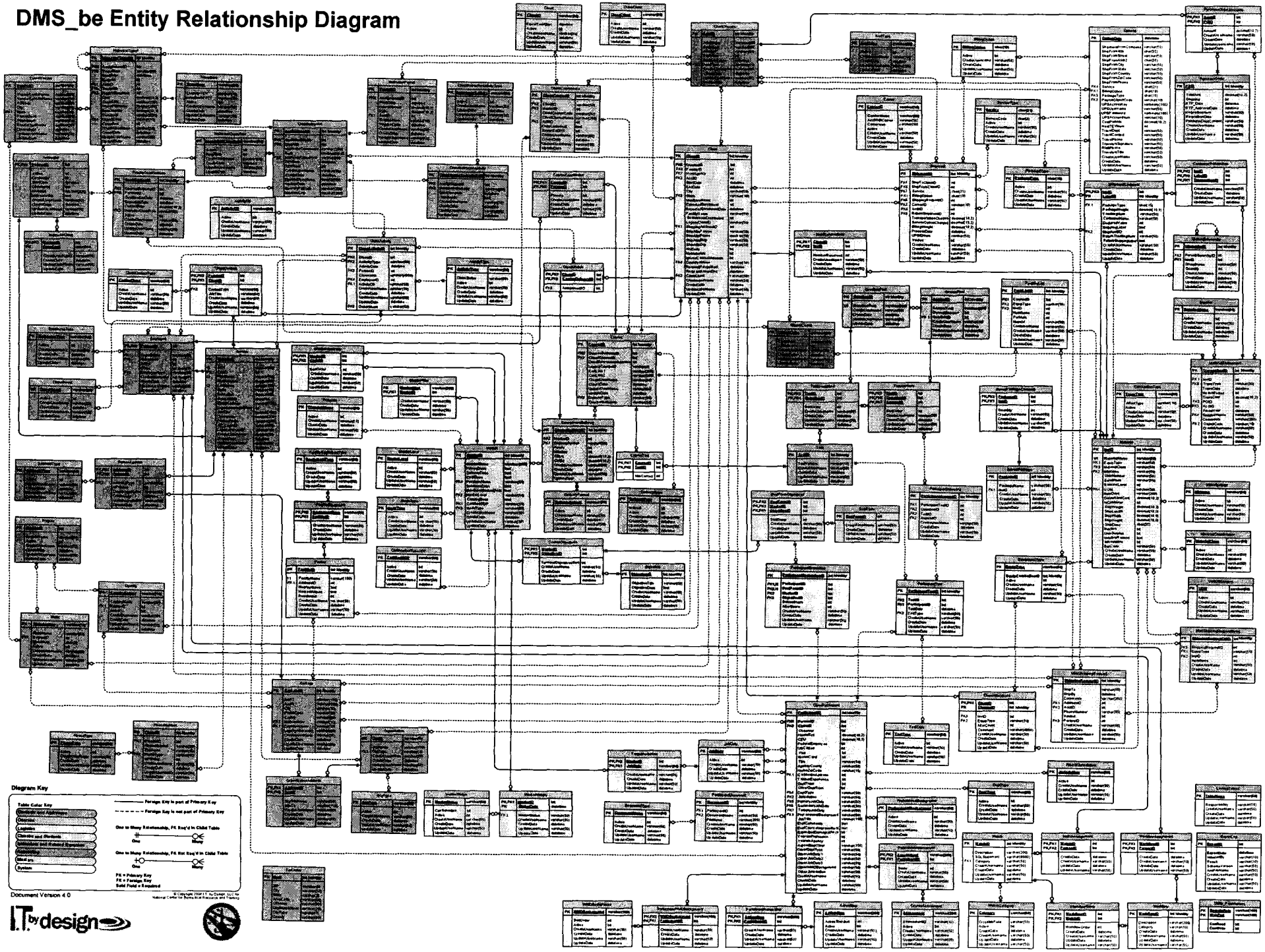
Shipment	CreateUserName	varchar	50
Shipment	ProcessDate	datetime	8
Shipment	ReturnShipmentID	int	4
Shipment	Service	char	21
Shipment	ServiceOptionCharges	decimal	9
Shipment	ShipFromClassID	int	4
Shipment	ShipmentID	int	4
Shipment	ShippingRequestID	int	4
Shipment	ShipToClassID	int	4
Shipment	TransportationCharges	decimal	9
Shipment	UpdateDate	datetime	8
Shipment	UpdateUserName	varchar	50
Shipment	UPSIDNum	varchar	50
Shipment	Voided	bit	1
ShipmentContainer	ContainerName	varchar	50
ShipmentContainer	CreateDate	datetime	8
ShipmentContainer	CreateUserName	varchar	50
ShipmentContainer	DeclaredValue	int	4
ShipmentContainer	InvID	int	4
ShipmentContainer	LabelID	int	4
ShipmentContainer	PackageType	char	15
ShipmentContainer	PackageWeight	decimal	9
ShipmentContainer	ReturnShippingLabel	text	16
ShipmentContainer	ReturnTrackingNum	varchar	50
ShipmentContainer	ShipmentID	int	4
ShipmentContainer	ShippingLabel	text	16
ShipmentContainer	TrackingNum	varchar	50
ShipmentContainer	UpdateDate	datetime	8
ShipmentContainer	UpdateUserName	varchar	50
State	Active	bit	1
State	CreateDate	datetime	8
State	CreateUserName	varchar	50
State	RegionID	int	4
State	StateAbbrev	varchar	10
State	StateName	varchar	50
State	StateNum	char	3
State	UpdateDate	datetime	8
State	UpdateUserName	varchar	50
Supplier	Active	bit	1
Supplier	CreateDate	datetime	8
Supplier	CreateUserName	varchar	50
Supplier	SupplierName	varchar	50
Supplier	UpdateDate	datetime	8
Supplier	UpdateUserName	varchar	50
TargetAudience	CreateDate	datetime	8
TargetAudience	CreateUserName	varchar	50
TargetAudience	JobDuty	varchar	50
TargetAudience	MasterID	int	4
TargetAudience	UpdateDate	datetime	8
TargetAudience	UpdateUserName	varchar	50

Test	CreateDate	datetime	8
Test	CreateUserName	varchar	50
Test	TestID	int	4
Test	TestVersion	varchar	10
Test	UpdateDate	datetime	8
Test	UpdateUserName	varchar	50
TestAnswers	AnswerID	int	4
TestAnswers	CreateDate	datetime	8
TestAnswers	CreateUserName	varchar	50
TestAnswers	QuestionID	int	4
TestAnswers	SortOrder	int	4
TestAnswers	TestID	int	4
TestAnswers	UpdateDate	datetime	8
TestAnswers	UpdateUserName	varchar	50
TestQuestions	CreateDate	datetime	8
TestQuestions	CreateUserName	varchar	50
TestQuestions	QuestionID	int	4
TestQuestions	SortOrder	int	4
TestQuestions	TestID	int	4
TestQuestions	UpdateDate	datetime	8
TestQuestions	UpdateUserName	varchar	50
TestType	Active	bit	1
TestType	CreateDate	datetime	8
TestType	CreateUserName	varchar	50
TestType	TestType	varchar	50
TestType	UpdateDate	datetime	8
TestType	UpdateUserName	varchar	50
TransactionType	Active	bit	1
TransactionType	AffectType	varchar	10
TransactionType	CreateDate	datetime	8
TransactionType	CreateUserName	varchar	50
TransactionType	TransType	varchar	50
TransactionType	UpdateDate	datetime	8
TransactionType	UpdateUserName	varchar	50
TravelItem	Active	bit	1
TravelItem	CreateDate	datetime	8
TravelItem	CreateUserName	varchar	50
TravelItem	LocationRFATT	varchar	10
TravelItem	LocationTEV	varchar	10
TravelItem	TravelItem	varchar	50
TravelItem	UpdateDate	datetime	8
TravelItem	UpdateUserName	varchar	50
TravelVendor	Address	varchar	50
TravelVendor	City	varchar	50
TravelVendor	CreateDate	datetime	8
TravelVendor	CreateUserName	varchar	50
TravelVendor	PhoneNum	varchar	50
TravelVendor	PostalCode	varchar	50
TravelVendor	State	varchar	10
TravelVendor	UpdateDate	datetime	8

TravelVendor	UpdateUserName	varchar	50
TravelVendor	VendorID	int	4
TravelVendor	VendorSpecificName	varchar	50
TravelVendor	VendorTradeName	varchar	50
UnitOfMeasure	Active	bit	1
UnitOfMeasure	CreateDate	datetime	8
UnitOfMeasure	CreateUserName	varchar	50
UnitOfMeasure	UOM	varchar	50
UnitOfMeasure	UpdateDate	datetime	8
UnitOfMeasure	UpdateUserName	varchar	50
Utility_Permissions	CanRead	bit	1
Utility_Permissions	CanWrite	bit	1
Utility_Permissions	DomainRole	varchar	100
Utility_Permissions	WebPart	varchar	100
Watch	Category	varchar	50
Watch	CreateDate	datetime	8
Watch	CreateUsername	varchar	50
Watch	Description	varchar	200
Watch	SQLStatement	varchar	8000
Watch	UpdateDate	datetime	8
Watch	UpdateUsername	varchar	50
Watch	WatchID	int	4
WatchAssignment	CreateDate	datetime	8
WatchAssignment	CreateUsername	varchar	50
WatchAssignment	PersonID	int	4
WatchAssignment	UpdateDate	datetime	8
WatchAssignment	UpdateUsername	varchar	50
WatchAssignment	WatchID	int	4
WatchCategory	Active	bit	1
WatchCategory	Category	varchar	50
WatchCategory	CreateDate	datetime	8
WatchCategory	CreateUsername	varchar	50
WatchCategory	CrosstabField	varchar	50
WatchCategory	UpdateDate	datetime	8
WatchCategory	UpdateUsername	varchar	50
WMDBackground	Active	bit	1
WMDBackground	CreateDate	datetime	8
WMDBackground	CreateUserName	varchar	50
WMDBackground	SortOrder	int	4
WMDBackground	UpdateDate	datetime	8
WMDBackground	UpdateUserName	varchar	50
WMDBackground	WMDBackground	varchar	100
Workflow	Category	varchar	50
Workflow	CreateDate	datetime	8
Workflow	Createusername	varchar	50
Workflow	Description	varchar	200
Workflow	UpdateDate	datetime	8
Workflow	UpdateUsername	varchar	50
Workflow	WorkflowID	int	4
WorkflowAssignment	CreateDate	datetime	8

WorkflowAssignment	CreateUsername	varchar	50
WorkflowAssignment	PersonID	int	4
WorkflowAssignment	UpdateDate	datetime	8
WorkflowAssignment	UpdateUsername	varchar	50
WorkflowAssignment	WorkflowID	int	4
WorkflowItems	CreateDate	datetime	8
WorkflowItems	CreateUsername	varchar	50
WorkflowItems	UpdateDate	datetime	8
WorkflowItems	UpdateUsername	varchar	50
WorkflowItems	WatchID	int	4
WorkflowItems	WorkflowID	int	4
WorkflowItems	WorkflowOrder	int	4
ZipCodes	AreaCode	varchar	50
ZipCodes	City	varchar	50
ZipCodes	CityAlias	varchar	50
ZipCodes	CityAliasAbbrev	varchar	20
ZipCodes	CityType	varchar	1
ZipCodes	County	varchar	50
ZipCodes	Num	int	4
ZipCodes	State	varchar	2
ZipCodes	ZIP	varchar	5

Attachment VI

Entity Relationship Diagram

DMS_be Entity Relationship Diagram