

DESCRIPTION OF CONSORTIUM PROJECTS

Purpose: To provide funds for multi-state consortia for Information Technology (IT) Modernization projects, implementation of other integrity-related tools and staff training activities. The technology tools developed should use open source components to the extent feasible, be transferable, and should be available to be shared by multiple state workforce agencies without the need to significantly customize the system, and/or be hosted in one state, which will provide automated services to other states. The goal is for multiple states to share common systems/tools that accommodate each state's individual needs.

The states must jointly establish a project team to develop a planned approach for the project. The system development as well as the implementation planning process may require the assistance of one or more contractors. One state must be willing to act as the lead contracting party for the consortium for a given contract. The lead contracting state will be responsible for developing and awarding a contract with the support and participation of the other consortium states.

The consortium will be administered by a Steering Committee consisting of the Project Lead from each of the participating states. Each state will provide project staff (program and technical) to work as a Project Team. The Project Team will carry out the work of the consortium based on the direction of the Steering Committee. The Project Team will work with the other state consortium staff and contractor staff, as necessary, to provide information that the contractor needs to develop and plan an approach to implement to the proposed project design. The Project Team will seek input from and provide feedback to other interested state staff as well as to regional and national office staff. The consortium Project Team will be responsible for providing input for and reviewing the Request for Proposal(s) (RFP) for any contract(s) and participating in or providing input on the vendor selection, helping to define appropriate activities for the contractor(s), and providing UI program and technical experts to support the feasibility study.

Examples of the lead state responsibilities:

1. Coordinate all activities related to this effort with the other participating states.
2. Develop and provide to the Department a detailed project management plan no later than October 1, 2012.
3. Develop, in consultation with participating states, an RFP.
4. Host the selected contractor on-site, provide staff for the project management team, provide staff to support the overall effort and respond to requests for information.
5. Develop system(s), share products, and provide technical assistance, as appropriate, working together with other members of the consortium upon completion of the project.

Examples of the participating state responsibilities:

1. Assist with development of the RFP.
2. Attend meetings/conferences with lead and participating states.
3. Host contractor on site and provide staff to respond to specific requests for information.
4. Assist in developing/presenting deliverables for the project.
5. Provide staffing for the project management team.