



STATE OF CALIFORNIA
Department of General Services - Office of Procurement

Purchase Order No. **62019** Rev. **5/ 9/2008** Date

PURCHASE ORDER

Form GSOP I-PIN (04/98)

Supplier No.	Solicitation No.	Delivery Date	FOB Point	Invoice Terms
800345	56823	As Specified	Destination	N45

SUMTOTAL SYSTEMS 1808 NORTH SHORELINE BLVD MOUNTAIN VIEW, CA 94043 Attn: GARY ZUDER Phone: 614-781-0036	S DEPARTMENT OF FISH & GAME h OFFICE OF TRAINING & DEV. i 1740 NORTH MARKET BLVD. p SACRAMENTO, CA 95834	C DEPARTMENT OF FISH & GAME h OFFICE OF TRAINING & DEV. a 1740 NORTH MARKET BLVD. T SACRAMENTO, CA 95834 r o g e	
	Agency Billing 28699	Agency Purchase Estimate PE770014	Purchase Estimate 67180 Revision 0
	Agency Contact MEGAN WALTON	Phone 916-928-8335	Date Received

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
<p><u>TERMS AND CONDITIONS:</u></p> <p>THE ATTACHED STATEMENT OF WORK, CONSISTING OF FIVE (5) PAGES IS PART OF THIS AGREEMENT.</p> <p>THE FOLLOWING DOCUMENTS ARE INCORPORATED INTO THIS AGREEMENT AND MAY BE VIEWED AT THE WEBSITE LISTED.</p> <p>IT General Provisions, GSPD-401IT Revised and Effective 4/12/2007 http://www.pd.dgs.ca.gov/modellang/genprovit.htm</p> <p>Information Technology Purchase Special Provisions (Effective 01/21/03) http://www.pd.dgs.ca.gov/modellang/purchasespecial1012103.htm</p> <p>Information Technology Software License Special Provisions (Effective 01/21/03) http://www.pd.dgs.ca.gov/modellang/Software%20Special%20Provisions%2001-21-03.htm</p> <p>Personal Services Special Provisions (Effective 02/08/07) http://www.pd.dgs.ca.gov/modellang/Personal+Services+Special+Provisions+01-21-03.htm</p>						
1	1	EA	7090-000-0007-4	SOFTWARE MAINTENANCE (AS DESCRIBED) CUSTOMER CARE PLAN (CCP) FOR SUMTOTAL SYSTEMS	0.0100	0.01
2	1	EA	7090-000-0007-4	SOFTWARE MAINTENANCE (AS DESCRIBED) CUSTOMER CARE PLAN (CCP) FOR SUMTOTAL SYSTEMS REGISTRAR SYSTEM	4,060.0000	4,060.00
3	1	EA	9090-250-0091-4	SOFTWARE CONSOLIDATION SERVICES ANNUAL HOSTING SERVICES FOR SUMTOTAL'S REGISTRAR SYSTEM	14,400.0000	14,400.00
4	1	EA	9090-250-0109-8	INSTALLATION (AS DESCRIBED) IMPLEMENTATION/SETUP/DATA MIGRATION FROM	17,000.0000	17,000.00

Sales and/or use tax to be extra unless noted above

Buyer DIANA MERCADO	Phone 916-375-4430	BOC Number
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STATE OF CALIFORNIA

Department of General Services - Office of Procurement

PURCHASE ORDER CONTINUATION

Form GSOP 2-PIN (04/98)

<i>Purchase Order No.</i> 62019	<i>Revision</i>	<i>Date</i> 5/9/2008	<i>Supplier No.</i> 800345	<i>Supplier Name</i> SUMTOTAL SYSTEMS
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<i>Item No.</i>	<i>Quantity</i>	<i>Unit</i>	<i>Commodity Code</i>	<i>Description</i>	<i>Unit Price</i>	<i>Extension</i>
				REGISTRAR SYSTEM TO SUMTOTAL SYSTEM'S RESULTS ON DEMAND SYSTEM (ONE TIME FEE)		
5	1	EA	7090-000-0007-4	SOFTWARE MAINTENANCE (AS DESCRIBED) CUSTOMER CARE PLAN (CCP) FOR SUMTOTAL SYSTEM RESULTS ON DEMAND	0.0100	0.01
6	1	EA	7090-000-0003-7	SOFTWARE LICENSE LICENSE/MAINTENANCE/HOSTING SUBSCRIPTION FOR 50 UNIQUE USERS AND 3500 ACTIVE TRAINING RECORDS RESULTS ON DEMAND SYSTEM	9,475.0000	9,475.00
Total Value:						44,935.02

FOB DESTINATION:

For the purpose of this award, only FOB Destination will be accepted.

CHANGE ORDERS:

This Purchase Order may be amended, modified, or terminated at any time by mutual agreement of the parties in writing. Change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier. Termination, as that term is used in this section, does not include termination for default of the supplier.

STATE CONTRACTS AND PROCUREMENT REGISTRATION:

This Purchase Order has been registered into the State Contracts and Procurement Registration System (<https://www.scprs.dgs.ca.gov>). The Registration Number is: 36000508303794

**DEPARTMENT OF FISH AND GAME
OFFICE OF TRAINING AND DEVELOPMENT**

STATEMENT OF WORK

SumTotal Systems Software Support/Hosting Renewal

This Statement of Work ("Agreement") reflects the services to be provided by SumTotal Systems, Inc., hereafter referred to as the "Contractor," for the Department of Fish and Game, hereinafter referred to as the "DFG".

SCOPE OF WORK

The Contractor agrees to provide to the DFG continuation of existing hosting renewal and technical support services for a highly specialized web-based database that houses valuable training information for DFG employees.

The services shall be performed for the Contractor's Registrar system that is currently being utilized by DFG's Office of Training and Development staff. Upon migration to the Contractor's ResultsOnDemand system during the term of the agreement, the services shall then be performed for that system.

BACKGROUND AND OBJECTIVES

It is the policy of the Department of Fish and Game (DFG) to assure quality service to the public by developing the skills, knowledge, and abilities of its employees through training activities. The Department's Office of Training and Development (OTD) assists the Department in this matter by working to provide employees with valuable training to help them perform their jobs more efficiently. OTD's training opportunities include an array of classes designed to help the department maintain its compliance with state and federally-mandated training requirements. Along with conducting and providing avenues for these types of training comes the responsibility to track and monitor the details of the training. DFG's Operations Manual, Section 12041, states that OTD will maintain training histories on Department employees. OTD uses the services of SumTotal Systems, Inc. (herein known as SumTotal) to monitor recorded training activities within the Department of Fish and Game. SumTotal issues a web-based Learning Management System (LMS) called Registrar, which OTD has been utilizing for the past 10 years, to input, monitor, and run reports on valuable training information for DFG employees. OTD plans on migrating to SumTotal's LMS ResultsOnDemand system during the term of this agreement, which is another version of Registrar.

WORK TO BE PERFORMED

Service to be provided:

The Contractor will provide continuation of existing hosting renewal and technical support services for the Learning Management System (LMS) Registrar that DFG currently utilizes. Once DFG migrates to the ResultsOnDemand system, the Contractor will provide hosting renewal and technical support services for that LMS.

The LMS Registrar Basic hosting renewal, release 3.0, shall include the following:

- Load Balanced Web Access (Shared)
- Load Balanced Application Server (Shared)
- Load Balanced Content Servers (Shared)
- Load Balanced Reporting Servers (Shared)
- Clustered Database Servers (Shared)
- Batch Reporter Server (Shared)
- Virtual Private Network (VPN) Site to Site
- 99% Uptime Service Level
- All Required Hardware/Software at Hosting Site
- Platform/Infrastructure Management
- Pathlore Product Installed on Hosting Site
- Browser Based Email Mail Templates and SMTP Services (no Word templates or MAPI)
- Browser Based Report viewing based on SQL Reporting Services (1 Concurrent Report User)
- Up to 5 Concurrent Administrative Users
- No data imports (available as an optional service)
- Assignment of curriculums or courses to individuals or groups
- Creation and management of groups and curriculums
- Creation of course templates and classes
- Management of administration and reporting via web-accessible interface
- Management of wait lists
- Use of system for "conflict checking" (eligibility, instructor, resources, time, etc.) and notifications
- Creation of custom reports by using Crystal Reports
- Creation of regulatory compliance reports (i.e. for OSHA, FDA, etc.)
- Perform training gap analysis via web-based Training Gap Analyzer reports
- Copying of email correspondence to a secondary address (i.e. the employee's manager and/or supervisor)
- Full integration of email alerts/notifications
- Generation of auto-correspondence (i.e. enrollment confirmation, completion certificates, etc.)

- Allowing multiple users to be on the system at one time and managing their passwords
- Integration with other enterprise systems via batch imports/exports

The LMS ResultsOnDemand standard implementation package shall include the following:

- The ability for 50 unique users to access ResultsOnDemand System
- The ability for users to manage 3500 active training records
- Costs for license, maintenance, hosting subscription, implementation, setup, and data migration
- From LMS Registrar to LMS ResultsOnDemand
- Project management throughout the implementation of the LMS, including project planning, status reporting, and issues management
- Configuration workshop, which will comprise a walk-through in ResultsOnDemand with the implementation team through critical business configurations for implementing the LMS
- Configuration Consulting for system administration and training administration, where the LMS ResultsOnDemand is configured by the Contractor per the Configuration Decisions Guide
- Corporate branding – logo and primary colors
- Migration of historical training data from LMS Registrar to LMS ResultsOnDemand
- Ability to use Excel-based Reports Manager

The following training materials are included with the standard implementation package:

- Four (4) hours of recorded virtual sessions broken into smaller training units
- Training Administrators, Instructors, and Learner Job Aids

The LMS ResultsOnDemand standard configuration package shall include the following:

- Access to a hosted version of the latest TotalLMS branded for each customer
- Online training from SumTotal University for designated administrators
- Standard TotalLMS reports available for download
- Standard diploma template
- Standard evaluation templates
- Standard email templates
- Unique log-in page
- Forgotten password resolution
- Group and Individual Development plan functionality
- English (UK), English (US), French, German, Italian, Japanese, Portuguese (Brazilian), Spanish (Universal), Chinese (Traditional), Chinese (Simple), Canadian (French)

- Level 2 support (i.e. for questions that cannot be resolved by technical support or customer ResultsOnDemand Administrator) for the designated administrators
- Initial user data load or data synchronization

PERIOD OF PERFORMANCE

The term of this Agreement will be effective upon the date the Purchase Order is signed through June 30, 2009.

REPORTS

The Contractor will provide backup data upon request from DFG.

INVOICING AND PAYMENT

The Contractor shall be paid for services rendered upon submission of an original and two copies of the invoice, which properly details all charges, expenses, direct and indirect costs. Invoices shall be submitted to:

Department of Fish and Game,
Office of Training and Development
1740 North Market Boulevard
Sacramento, CA 95834
Attention: Megan Walton

The original and two (2) approved copies of the invoice will be forwarded to the Department of Fish and Game's Accounting Claims Section by the State's Contract Manager. Payment of any invoice will be made only after receipt of a complete, supported, documented, and accurately addressed invoice. Failure to use the address exactly as provided above may result in the return of the invoice to the Contractor. All invoices must be approved for payment by the Contract Manager.

The invoice shall contain the following information:

- The word "invoice" should appear in a prominent location at the top of the page(s);
- Printed name of the Contractor;
- Business address of the Contractor including street address, city, State, and zip code;
- Name of the Region/Division of the Department of Fish and Game being billed (Office of Training and Development);
- The date of the invoice and the time period covered;
- The number of the agreement upon which the claim is based PE #67180), and;

- An itemized account of the services for which the State is being billed. Please include all of the following:
 - The time period covered by the invoice, i.e. the term "from" and "to";
 - A description of the services performed;
 - The method of computing the amount due

POINTS OF CONTACT

DFG Contract Manager

Name: Megan Walton
Department of Fish and Game
Office of Training and Development
1740 North Market Boulevard
Sacramento, CA 95834
Phone: (916) 928-8335
Fax: (916) 928-4760
Email: mwalton@dfg.ca.gov

Contractor Project Director

Name: Colleen Frank
SumTotal Systems, Inc.
Sales Operations
1808 North Shoreline Boulevard
Mountain View, CA 94043
Phone: (650) 962-5625
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