

## Exhibit II – Sample Work Orders

RFP # RCE-8-88655

### “Scientific and Business Information Technology Services and Support”

#### **Sample Work Order # 1: Requirement for Hyperion Infrastructure Administrator (Based on a 2080-hour year)**

This sample work order requires personnel with the following skills:

##### **Duties**

Subcontractor shall apply Hyperion infrastructure design, maintenance and problem solving expertise to evaluate NREL’s Hyperion system architecture. Once familiar with this system, the subcontractor personnel will partner with NREL staff to troubleshoot post implementation issues, create a development environment that is identical to the production environment, install additional Hyperion tools and provide recommendations regarding processes to facilitate system stability, maintenance and flexibility. The subcontractor personnel is expected to provide knowledge transfer through documentation, discussion and demonstration. The subcontractor personnel will also collaborate with NREL staff to confirm the system is fully functional.

##### **Requirements**

A senior Hyperion infrastructure administrator with strong technical and problem solving skills is required to provide post implementation support for NREL’s project planning and funds tracking systems. This individual will work closely with NREL staff to enhance the existing system architecture and provide maintenance strategies to ensure system stability and flexibility. Specific experience and abilities include:

- Installation of a Hyperion Web Analysis tool in development and production environments and confirm, through testing, it is fully functional.
- Resolution of issues with Hyperion Administration Services working in a secured environment using Secure Sockets Layer technology. Ensure the encrypted authentication, traffic and data transmission functionality is working correctly.
- Resolution of issues with Hyperion SmartView working a secured environment using Secure Sockets Layer technology. Ensure the encrypted authentication, traffic and data transmission functionality is working correctly.
- Creation of a permanent development environment that is identical to production for on-going testing of issue solutions and new functionality. Provide knowledge transfer (via discussion and documentation) to NREL staff to maintain the instance and refresh the data as needed.
- Confirmation that NREL has documentation and knowledge necessary to back up and recover the planning and funding applications, the database structure and data and any supporting services. Describe, document and demonstrate the process for migrating application and configuration changes from the development environment to the production environment.
- Identification of any “hard-coding” and specific references to the development and production environments, their servers and directories and education of NREL staff as to why they are a necessity and how to maintain them or change them to increase the flexibility of the system.
- Development, documentation and demonstration of a process for deploying Financial Reporting Studio to end user desktops. Transference knowledge to NREL staff.
- A Bachelor’s degree in information systems, business administration or equivalent relevant experience/education in a related field.

- Four or more years of relevant experience working with Hyperion applications infrastructure using Essbase.
- Demonstrated experience installing and configuring Hyperion tools including Web Analysis, Administration Services, SmartView and Financial Reporting Studio.
- Excellent interpersonal and communication skills.
- **Deliverables**
  - System assessment and project scope documentation
  - Project Plan including resource allocation and time estimates
  - Change Management/Project Impact Reports as needed
  - Knowledge Transfer documentation
  - Weekly Status Reports

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#### **Sample Work Order # 2: Requirement for Scientific Developer Services (Based on a 2080-hour year)**

This sample work order requires personnel with the following skills:

##### **Technical Skills:**

- ◆ Visual C++ programming and debugging in a Windows environment
- ◆ MFC programming experience
- ◆ Graphical programming, experience. OpenGL experience is a plus
- ◆ XML programming
- ◆ Complex serialization, file saving, and retrieval
- ◆ Design and programming of dialog boxes
- ◆ Program documentation
- ◆ Project oversight

##### **General Skills:**

- Strong written and verbal communication skills
- Strong conceptual thinking and problem solving skills
- Strong analytical skills
- Experience in determining user requirements
- Strong background in application systems development and testing techniques

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#### **Sample Work Order # 3: Requirement for Scientific Application Developer (Based on a 2080-hour year)**

This sample work order requires personnel with the following skills:

Subcontractor shall provide a Python/Zope/Plone Developer who will be responsible for creating and maintaining tools for enabling scientific, and engineering discovery. Will create and enable creation of Plone content types for collection, validation, extraction, analysis and navigation of scientific and engineering data toward the discovery of technologies to enable an energy efficient and renewable energy future.

#### **Specific tasks include:**

- Building and enabling the building of Plone content types for use in collecting, validating, extracting, analyzing and navigating scientific data.
- Scripting the creation and migration of portals containing scientific data.
- Create workflows for scientific data pipelines.

#### **Skills required:**

- Scientific or Technical background, minimum 5 years.
- Python background experience, minimum 6 months.
- Plone background experience, minimum 6 months.
- Experience using model driven technologies for Plone content type creation.
- Experience creating Plone workflows.
- Understanding and knowledge of Plone Archetypes.
- Creating content types in Plone.
- Ability to work effectively as a member of a team of developers, and on project teams.

#### **Also preferred:**

Experience with Mac OS/X and Linux.