

MINNESOTA DEPARTMENT OF TRANSPORTATION

MnDOT RESEARCH SERVICES & LIBRARY SECTION

SOFTWARE DELIVERABLE GUIDELINES

For use when software is a deliverable as part of a MnDOT research contract.

These guidelines do not apply to software that will be used only during the life of the research contract. Software that is developed only to carry out the research needs documentation in the final report and does not need to be a contract deliverable.

For purposes of these guidelines, software is defined as information that is provided in electronic format and performs a specific function(s) in a computer or mobile device. Some examples are:

- An interactive DVD for selecting plantings for various roadside environments.
- A database of soil types throughout Minnesota to assist designers in selecting pavement types.

For software developed as a deliverable in a research contract the following requirements apply. These requirements apply to both categories 1 and 2.

- The software shall be in conformance with the State's requirements.
- The software shall be in conformance with MnDOT's latest hardware, software, communications and data standards.
 - **Hardware and software**
(connect.mn.gov/sites/mndot-teams4/dot_it/ea/EA%20Published/Infrastructure_Standards_FOR_RFI_RFP.pdf)
 - **Website Development and Management** (www.dot.state.mn.us/policy/admin/ad002.html)
- Software design specifications shall be consistent with MnDOT's standards for data and process models.
- Standards for data description and quality shall be consistent with MnDOT practices.
- Software shall be in compliance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and with MnDOT policies regarding data management:
 - **Data Stewardship** (www.dot.state.mn.us/policy/it/it001.html)
 - **Records Retention and Disposal** (www.dot.state.mn.us/policy/admin/ad003.html)
- Software should comply with the latest State accessibility standards for information technology products and services.
 - **Minnesota State Accessibility Guidelines**
(mn.gov/mnit/images/Accessibility%2520Guidelines%2520-Nov2013clean.pdf)
 - **IT Accessibility Standards** (mn.gov/mnit/programs/policies/accessibility/)
 - **Minnesota State Accessibility Standard**
(mn.gov/mnit/images/Stnd_State_Accessibility.pdf)

CATEGORY 1	CATEGORY 2
<p>A limited number of key experts will use the software after the expiration date of the contract. Limited ongoing support will be needed from Principal Investigator</p>	<p>A large number of practitioners will be using the software on an ongoing basis. Support resources are to be provided by MnDOT. If the software has potential commercial value ongoing support might be supplied by the private sector.</p>
REQUIREMENTS	REQUIREMENTS
<p>Documentation: Complete documentation of operations of the software and instructions for using the software must be provided in print and/or in a file accompanying the software. The source code must also be provided.</p>	<p>Documentation: Complete system documentation of the software and instructions for using the software must be provided in print and in a file accompanying the software. The source code must also be provided.</p>
<p>User: A clear statement of the intended users must be included in the final report.</p>	<p>User: The software must carry a statement of the intended users. The user requirements must be met when writing the program. The operation of the software must be tested in the users environment</p>
<p>Labeling: Text for labels should include all necessary instructions and operational requirements for installation. This should be in print on the software and (if this is not possible) it must appear in a text file named readme.txt included with the software. The month and year of completion should also be included.</p>	<p>Labeling: Should include all necessary instructions and operational requirements for installation. This should be in print on the software and (if this is not possible) it must appear in a text file named readme.txt included with the software. The month and year of completion should also be included.</p>
<p>Legal: Disclaimers, as well as any third-party licensing, should be printed on label (if possible) and included in the software and on any associated print material. (See "A" below for a disclaimer example) Third-party licensing language should be reviewed by MnDOT and the Minnesota Attorney General's Office. Patent and/or copyright protection should be clearly stated. The terms and conditions of future software upgrades should be clearly stated.</p>	<p>Legal: Disclaimers, as well as any third-party licensing, should be printed on label (if possible) and included in the software and on any associated print material. (See "A" below for a disclaimer example) Third-party licensing language should be reviewed by MnDOT and the Minnesota Attorney General's Office. Patent and/or copyright protection should be clearly stated. The terms and conditions of future software upgrades should be</p>

	clearly stated.
Packaging, Duplicating & Distribution: To be determined by the Technical Advisory Panel and specifically stated in the implementation plan.	Packaging, Duplicating & Distribution: To be determined by the Technical Advisory Panel, approved by the Office of Research Services and specifically stated in the implementation plan.

Sample disclaimer:

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In all cases when software is a deliverable the development should be discussed with the appropriate IT staff. As of 12/21/2015 these employees are:

Title	IR Consultant	TELEPHONE
Office of Information Technology CIO	Jim Close	(651) 366-4030
IT Program Management Section Supervisor	Kay McDonald	(651) 366-4061
IT Infrastructure Management Manager	Randy Meyers	(651) 366-4085
IT Application Management Section – Business Solutions Manager	Paul Weinberger	(651) 366-4121
IT Application Management Section – Business Applications Management	Bob Bennett	(651) 366-4262