

Request for Offers (RFO) Addendum

RFO Number: 0010

Addendum Number: 1

Date of Addendum: 07/09/2014

Original Due Date, Time: 07/08/2014

Revised Date, Time (if changing): _____

Title: Apprenticeship Registration System Modernization

SCOPE OF ADDENDUM

The following are changes to the RFO:

Responses to questions received:

1. Q - Looks like you need one C programmer, one VB programmer and one project manager. Do you also need a DBA? Desired skills make us believe you need a DBA too. Can you please send us the job description of each profile you require?

A - We do not need a VB programmer. Please refer to the RFO for the current DLI environment. The selected vendor may submit a resume for a DBA. There is no job description for the positions. The vendors are expected to submit resumes that meet the requirements for each position.

2. Q - What is the total budget of the project?

A - The total budget of the project will be based upon the cost proposal and work plan submitted by the vendor but must not exceed \$300,000.00.

3. Q - Number of positions

A - The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

4. Q - Is there any incumbent.

A - No.

5. Q - I was wondering if you could give more details on what you are looking for in the "Proposed Work Plan." We feel it's very hard to create one of these with the limited information we have been provided.

A - The Work Plan should include the proposed list of tasks, the proposed duration of those tasks and the proposed resources required to meet the deliverables outlined in the RFO. A complete project plan is required as a deliverable from the selected respondent.

6. Q - Also, in the Required Minimum Qualifications, it is required that the candidate has the following experience: PowerBuilder Programming Experience, C Programmer Experience and Project Management Experience. But in the Project Environment it states that the selected vendor will have access to Database Administrator, Powerbuild and C Developers as well as .NET Developers. Can you clarify if you want them to actually have programming experience or if you want them to have worked on previous projects where they have worked with these types of programmers.

A - The response should include resources that have actual programming experience.

7. Q - Is this RFO a time and materials opportunity or a fixed price bid opportunity?

A - The vendor may submit either a Fixed Price by deliverable or a T&M to complete all deliverables as identified in the RFO.

8. Q - Please let us know if you need one candidate who will be a PM with PowerBuilder & C++ background. OR Need multiple candidates and if yes then with what all skill sets and how many in numbers.

A - The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

9. Q - We have a question regarding RFP number 1#:14ATm Project Title Apprenticeship Registration Systems, RFP asks for detailed work plan and schedule for completion of the tasks and deliverables. As you know knowledge of the existing application is required before a work plan and schedule can be created. Can you share format of the work plan or to what extent you need granularity of the work plans and schedule.

A - The Work Plan should include the proposed list of tasks, the proposed duration of those tasks and the proposed resources required to meet the deliverables outlined in the RFO. A complete project plan is required as a deliverable from the selected respondent.

10. Q - We are reviewing the Apprenticeship Registration Systems Modernization opportunity and it appears that this could require up to 3 different resources. I just want to confirm that and that we are OK in submitting multiple candidates.

A - The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

11. Q- Is this staff augmentation or are you seeking a project team where one vendor provides all resources?

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO.

12. Q - There is also discussion around work for a Business Analyst, Web Developer, DBA and QA. However, we are not sure if you want those resources from a vendor or they will be supplied by your IT team.

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO. The staff listed in the Project Environment section of the RFO will be available as a resource on an as needed basis.

13. Q - There are 5 service categories mentioned – is it necessary to propose different candidates (some of our associates are multi-talented such as PM works as a Business / System Analyst too or (s) he can be a developer / programmer too) or we can quote multiple capabilities to be handled by a single individual?

A - Yes. The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

14. Q - Is it possible to perform development out of our US Development center with an onsite project manager? (S)he would be available throughout the project duration onsite at St Paul MN. The others would be at our development center in NJ.

A - We will work with the selected vendor on the location where the work will be performed. We prefer an onsite presence of the developer(s) at least ½ time at the St. Paul Office location.

15. Q - On our near-shore model, will MN IT be able to provide remote access to the developers the necessary systems for us to understand the Apprentice Registration system for future development?

A - We would work with the selected vendor to provide remote access but cannot guarantee that all work can be performed remotely.

16. Q - Pricing :Trust we only need to provide the hourly proposed bill rate and not the total for the complete project?

A - The pricing should include a total amount for all work for the project based upon the proposed work and resource plan.

17. Q - Is this staff augmentation or project based?

a. If it's staff augmentation, how many positions are you looking to be filled and which ones? Please clarify.

b. If it's staff augmentation, what is the purpose of the work plan?

A - This RFO is project based.

18. Q - Is DLI looking for 2 references for each resource proposed?

A - Yes

19. Q - Do you anticipate awarding the entire body of work to one vendor?

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO.

20. Q - Is there an incumbent?

A - No.

21. Q - In regards to the Apprenticeship Registration Systems Modernization opportunity does the State require that one (1) vendor supply all the resources needed for this project or can there be multiple vendors that supply resources?

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO.

22. Q - Also, if you could share any function point analysis for Apprenticeship Registration Systems, RFP number 1#:14ATM. This will help us determine work effort, develop a work plan and schedules for completion of tasks and project activities.

A - There is no function point analysis at this time.

23. Q - Is RFO0010 a staff augmentation request or an entire project?

A - This RFO is project based.

23A. If it is a staff augmentation request, we need the following information to determine resources required:

- a. Specific resource skill sets required (e.g. Architect, PowerBuilder Programmer, C Programmer, Project/Program Manager, Informix DBA/Programmer, Quality Assurance Analyst, Business Analyst, Systems/Infrastructure Engineer)
- b. Number of resources for each skill set
- c. Resource duration of each skill set

See answer to 23. This is N/A.

23B. If this is an entire the project request, we need the following scope information to estimate the project:

- a. Current system capabilities
The current licensing system referenced is used to apply for new licenses, renew existing licenses and apply for examination for all license types currently maintained by the Construction Codes and Licensing Division. See the DLI website for details regarding the number and types of licenses <https://secure.doli.state.mn.us/license/intro.aspx>
- b. Current system architecture and technologies (e.g. hardware, operating systems, configurations, development environment, test environment, production environment, etc.)
See the Project environment section of the RFO for a definition of the current environment.
- c. Future system architecture and technologies (e.g. hardware, operating systems, configurations, development environment, test environment, production environment, etc.)
For the purpose of this RFO there are no future system architectures or technologies. This engagement requires leveraging the existing environment.
- d. Future enhancement requirements
For the purpose of this RFO the selected vendor is not obligated for future enhancements.

- e. Availability and number of hours with existing team for knowledge transfer and ongoing assistance.

As stated in the Project Environment section of the RFO the resources listed there will be available to work with the selected vendor as necessary. Hours of availability will be agreed to based upon the proposed work plan and with the agreement of the State and vendor PM.

24. Q - Who is performing maintenance and support of the current system (i.e. Outsourced to Contract Vendor Incumbent, State of Minnesota Employees and/or Vendor Staff Augmentation)?

A - The current system is supported by MN.IT Services staff at DLI.

25. Q - We are assuming that this is staff augmentation RFO where DLI is expecting three resources (1 Project Manager, 1 C Programmer and 1 PowerBuilder programmer. Please confirm.

A - This RFO is project based and the vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

26. Q - Can DLI provide task lists so we can provide work plan?

A -The proposed Work Plan submitted by the responder should include the proposed list of tasks, the proposed duration of those tasks and the proposed resources required to meet the deliverables outlined in the RFO.

27. Q - Are any of these positions for incumbents?

A - No.

28. Q - While scoring will there be weightage given to #1 requirement in "Overall Experience" section on page # 4?

A -Scoring for the responses to the RFO will be based upon the criteria outlined in the RFO evaluation process as listed on page 3.

29. Q - Is there in incumbent that has worked on this project, or similar type responsibilities / project needs for DLI?

A - There is no incumbent for this project. DLI (MN.IT @ DLI) has engaged multiple vendors throughout the years who have worked on projects.

30. Q - Is this a new project or is this a current, existing project needing additional support / resources?

A - This is a new project.

31. Q - There are 5 service categories mentioned – is it necessary to propose different candidates (some of our associates are multi-talented such as PM works as a Business / System Analyst too or (s) he can be a developer / programmer too) or we can quote multiple capabilities to be handled by a single individual?

A - This RFO is project based and the vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

32. Q - Is it possible to perform development out of our US Development center with an onsite project manager? (S)he would be available throughout the project duration onsite at St Paul MN. The others would be at our development center in NJ.

A - We will work with the selected vendor on the location where the work will be performed. We prefer an onsite presence of the developer(s) at least ½ time at the St. Paul Office location.

33. Q - On our near-shore model, will MN IT be able to provide remote access to the developers the necessary systems for us to understand the Apprentice Registration system for future development?

A - We would work with the selected vendor to provide remote access but cannot guarantee that all work can be performed remotely.

34. Q - Pricing : Trust we only need to provide the hourly proposed bill rate and not the total for the complete project?

A - The pricing should include a total amount for all work for the project based upon the proposed work and resource plan.

35. Q - Is DLI looking for Fixed Price / by deliverables proposals?

A - The vendor may submit either a Fixed Price by deliverable or a T&M to complete all deliverables as identified in the RFO.

36. Q - Is DLI looking to secure the selected resources on a T&M, hourly basis?

A - The vendor may submit either a Fixed Price by deliverable or a T&M to complete all deliverables as identified in the RFO.

37. Q - Is DLI expecting to award one contract and expecting the selected vendor to provide the team needed to perform the duties / deliverables outlined in this RFO?

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO.

38. Q - Is DLI expecting to award multiple contracts to secure submitted resources by multiple vendors in order for DLI to create the team needed to perform the duties outlined in this RFO?

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO

39. Q - Please provide which DLI address the selected resources will be working out of?

A - 443 Lafayette Rd N., St Paul, MN 55155

40. Q - Will the work provided by the selected resources be done 100% on-site, or will there be some remote options?

A - We will work with the selected vendor on the location where the work will be performed but would prefer an onsite presence of the developer(s) at least ½ time at the St. Paul Office location.

We would work with the selected vendor to provide remote access but cannot guarantee that all work can be performed remotely.

41. Q - Does DLI expect to interview the specific submitted resources for each project need, or does DLI expect to be interviewing the specific vendors?

A - DLI and MN.IT @ DLI would expect to be able to interview any submitted resource.

42. Q - Does DLI expect vendors to submit candidate references, or submitted resource references?

A - The references submitted must be able to provide information on the candidates work on a similar project.

43. Q - Please confirm that it will be required for vendors to provide a "Work Plan" in their proposal if this is a T&M RFO? Providing a "Work Plan" doesn't seem consistent with T&M proposals?

A - The Work Plan should include the proposed list of tasks, the proposed duration of those tasks and the proposed resources required to meet the deliverables outlined in the RFO. A complete project plan is required as a deliverable from the selected respondent.

44. Q - Please confirm if DLI expects any travel needed by selected resources to perform the duties outlined in this RFO?

A - The only required travel will be to meet the requirements of the resources on site at 443 Lafayette Rd, St Paul ½ time.

45. Q - Please confirm that the work performed in this RFO will be done during regular business hours (ie. 8a – 4p, Mon – Fri)?

A - Work will be performed during the regular business week (Mon – Fri) but there is some flexibility on the hours.

46. Q - How do you see the breakdown of resources for this? How many people and in what roles?

A - This RFO is project based and the vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

47. Q - Can you share how you anticipate time will be spent for each role? (For instance, for the Developer: 10% maintenance, 30% documentation, 50% development, etc.)

A - The Work Plan should include the proposed list of tasks, the proposed duration of those tasks and the proposed resources required to meet the deliverables outlined in the RFO.

48. Q - Which part of this role do you need more importance placed on - Development or PM?

A - We are seeking one vendor to provide all of the resources for the work as defined in the RFO so there is no more importance placed on one versus the other.

49. Q - Will you accept a phone or Skype interview for candidates that are out of town? Do you know what the interview process will look like?

A - Yes we would accept a phone or Skype interview. We are in the process of defining the interview process.

50. Q - How many companies were given the opportunities to respond to this RFO?

A - Any approved vendor on the SITE contract for the service categories listed is eligible to respond.

51. Q - Are there any incumbent vendors/resources responding to this RFO?

A - This is a new project and there are no incumbents.

52. Q - How big is the team these resources will be working with?

A - There will be a total of 5 MN.IT Staff available (Contract Manager, DBA, PowerBuilder, C and .Net) and business SME's as required.

53. Q - Is there a budget rate you are targeting? We are aware of the SITE rates and that we need to be competitive but, is there a cap you are looking to be under?

A - The total budget of the project will be based upon the cost proposal and work plan submitted by the vendor but must not exceed \$300,000.00.

54. Q - Is there a limit on the number of candidates a vendor can submit for EACH position? If so, what is the candidate number limit?

A - The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

55. Q - How will the C Programmer position be utilized?

A - This resource will be responsible for creating or modifying existing background processing programs.

56. Q - What are the C Programmer specific job duties?

A - Analyze, document and develop or modify existing background processing programs as required.

57. Q - How many employees with the Department of Labor and Industry (DLI) will be affected by, and use the new Apprenticeship Registration System? Will there be any other users from other departments or agencies within the state?

A - Approximately 25 users at DLI will be impacted. There is a possibility that the requirements for the new system will require online submission and look up be available via the DLI website.

58. Q - For the proposed project plan, without the initial design meetings, can you give us an understanding of the level of detail you are expecting. Milestones?

A - The Work Plan should include the proposed list of tasks, the proposed duration of those tasks and the proposed resources required to meet the deliverables outlined in the RFO.

59. Q - What is driving the date of 6/15/15 at this time. Business requirement? Regulation? Other?

A - The timeline is driven by funding which is approved to 6/15/15.

60. Q - Is there a methodology that you expect us to follow?

A - No.

61. Q - Are there automated testing tools that you expect us to use? Can we bring our own?

A - No. The vendor may provide automated testing tools as long as they will work in the project environment.

62. Q - For technical SME's, what percentage of time do you expect them to be involved in the project? 10%? 50%? Up to 100%?

A - As stated in the Project Environment section of the RFO the resources listed there will be available to work with the selected vendor as necessary. Hours of availability will be agreed to based upon the proposed work plan and with the agreement of the State and vendor PM.

63. Q - Is the Apprenticeship Registration System an intranet or internet based system or both?

A - The system will be client server based. There is a possibility that the requirements for the new system will require online submission and a look up be available via the DLI website.

64. Q - What tools are to be used to develop the application upgrades - PowerBuilder and C?

A - Powerbuilder, C, SQL, Korn shell scripting, ASP.NET

65. Q - What is the DBMS to be used - Informix?

A - Informix

66. Q - Will you provide the budgeted amount that is approved for this system?

A - The total budget of the project will be based upon the cost proposal and work plan submitted by the vendor but must not exceed \$300,000.00.

67. Q - Does the state have an incumbent already working on this system?

a. If yes to above, what deliverables have already been met?

A - No.

68. Q - Will the MN. IT DLI be providing Vendor staff with the following:

- a. Desk space?
- b. Computer or laptop?
- c. Network access?
- d. Printer?
- e. Copier?

A – Yes, this will be provided as required for completion of the project.

69. Q - Please provide the number of current business processes associated to the system.

A - The business processes will need to be identified during the requirements phase of the project.

70. Q - Please provide the names of the associated business processes.

A - Since the business processes have not yet been defined we are unable to provide these at this time.

71. Q - Is there flexibility in the order the deliverables are met listed on page 1 of the RFO?

A - Yes. The proposed order should be listed in your proposed work plan.

72. Q - Page 2 of the RFO states that selected vendor will have access to DBA/PB/C/.net/SME's... is there an approximate amount of hours that these resources will be available to the selected vendor? For example: 2 hours a day or %25 daily etc.

A - As stated in the Project Environment section of the RFO the resources listed there will be available to work with the selected vendor as necessary. Hours of availability will be agreed to based upon the proposed work plan and with the agreement of the State and vendor PM

73. Q - How many of each of these resources (DBA/PB/C/.net/SME's) will be available and be attending meetings?

A - There will be a total of 5 MN.IT Staff available (Contract Manager, DBA, PowerBuilder, C and .Net) and business SME's as required. Hours of availability will be agreed to based upon the proposed work plan and with the agreement of the State and vendor PM

74. Q - Will state consider under "required skills" adding a Business Analyst role to complete the requirements and gap analysis portions of the project?

A - The RFO will not be amended however the vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

75. Q - If no, what is the State's expectation on completing these analysis tasks (requirements gathering, gap analysis etc)?

A - The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.

76. Q - Will the MN. IT DLI be considering cost solely based upon hourly rate or will it be a blended with hours per consultant that are estimated?

A - The pricing should include a total amount for all work for the project based upon the proposed work and resource plan. The vendor may submit either a Fixed Price by deliverable or a T&M to complete all deliverables as identified in the RFO.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: