

# Request for Offers (RFO) Addendum

RFO Number: 0017

Addendum Number: 01

Date of Addendum: September 5, 2014

Original Due Date, Time: September 9, 2014. 4:00 PM CST

Revised Date, Time (if changing): \_\_\_\_\_

Title: Project Manager and Business Analyst for Minnesota Office of Medical Cannabis (OMC) Registry

## SCOPE OF ADDENDUM

The following are changes to the RFO: Posting Questions Received and Answers

1. Will the project manager (**PM**) and business analyst (**BA**) be involved beyond Phase 1 or is this strictly a 2 month project stretching from September 22 to November 22, 2014?

Answer: The vendor awarded a work order for Phase 1 will be prohibited from responding to a Request for Offers or Request for Proposals for Phase 2, if such is posted.

2. What is the likelihood that the project will continue beyond the two months?

Answer: There is some possibility of extending this contract beyond the two months specified in the Request for Offers.

3. Is there a planned project budget that can be shared with bidders?

Answer: We are not at liberty to share the budget for this contract.

4. The MN Department of Health (**MDH**) has several locations.

- a. Will the stakeholders be distributed and hence travel may be involved?

Answer: No travel is expected, since the work by the contracted PM and BA is likely to take place on-site at the Golden Rule Building in St. Paul, MN.

- b. What are the on-site/off-site expectations for this work?

Answer: The expectations are for the contracted PM and BA to work onsite at the Golden Rule Building in St. Paul, MN.

- c. Any remote options for the selected vendor resources?

Answer: It is not our intention to entertain remote options.

5. The RFO mentions "design" among project deliverables for both Phase-1 planning and Phase-2 implementation. Could you elaborate on the design deliverable for Phase-1 please?

Answer: In order to select a solution, a high-level architectural design will need to be determined. This initial design should tie all components of the Registry solution together.

6. Please confirm whom the business users / stake holders involved for the interviews are? We need to know to plan the work breakdown for the requirement phase.

Answer: MN Department of Health staff, including the Office of Medical Cannabis (**OMC**); MN IT services @ MDH (**MN.IT**) staff, staff at other State agencies as determined.

7. Does the MDH have any formal / informal documentation that can be shared before the RFP is finalized? Or will it only be shared with the vendor only for whom the project is awarded?

Answer: There is public information available about the MN Medical Cannabis Program on the MDH public website:

<http://www.health.state.mn.us/topics/cannabis/index.html>

8. Please confirm that the MDH is requiring references for the submitted candidates or specific vendor references?

Answer: References for both the submitted candidates and the vendor will be accepted, but individual candidate references are required.

9. Will the MDH be interviewing the submitted candidates, or vendor?

Answer: MDH and MN.IT staff will be interviewing the submitted candidates.

10. Does MDH already have detailed descriptions of business processes for the Medical Cannabis Patient Registry? If not, does MDH expect that the selected project manager will define these business processes, or come to the engagement with suggested processes?

Answer: MDH does not have detailed descriptions of business processes for the Medical Cannabis Patient Registry. Since managing the MN Medical Cannabis Program is a new function, business processes will be defined during the execution of the PM and BA contract. The contracted PM and BA will contribute to the documentation of these business processes

11. Will MDH rely on another state system registry (such as the one from the mental health program, Medicaid program, etc.) as a model that the OMC registry will follow? If not, is the selected vendor for Phase 1 expected to recommend a model or models?

Answer: MDH does not know whether high-level functionality of other MN system registries or other state's Cannabis Registries will be used for modelling the MDH Medical Cannabis Registry. The selected vendor will first need to document the MN Medical Cannabis registry requirements, and then recommend a model or models.

12. Will both positions be filled by candidates from the same vendor or will they be selected independently?

Answer: The positions will be filled by the same vendor.

13. Is a PMP certification required for the PM position, or is any Project Management Certification acceptable?

Answer: PMP certification for the PM is not required.

14. Any specific project management tool experience required? (MS Project, Primavera, MS Visio, etc.)

Answer: It would be useful if the PM had MS Project and Visio experience.

15. Any specific tools that the business analyst be required to use?

Answer: there are no specific tools specified to be used by the BA.

16. Is there a repository for documentation to draw from (past projects) or will everything be created from scratch?

Answer: There is no past project repository to draw from. MDH has templates for project management documents, but the contracted PM is expected to recommend how project-critical information is to be conveyed to MDH and MN.IT staff.

17. Is the business analyst required to submit responses to the project work plan, etc., or is that only required of the project manager?

Answer: Both the PM and BA should be informed as to current status of the project work plan to be able to respond to questions during the execution of this contract.

18. This requirement is for two category-project manager and business analyst.

- a. We have project manager category listed in our rate however not able to find business analyst category in the rate card though we have business continuity and analyst category. Please suggest which category we should follow.

Answer: Use the Analyst category.

- b. Is there any incumbents?

Answer: There are no incumbents for the PM and BA positions.

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: