

Request for Offers (RFO) Addendum

RFO Number: RFO0044

Addendum Number: 02

Date of Addendum: March 10, 2015

Original Due Date, Time: March 12, 2015; 4:00 PM

Revised Date, Time (if changing): NA

Title: MNsure IT Development Project - Business Analyst Needs

SCOPE OF ADDENDUM

The following are changes to the RFO:

NOTE: There was a problem with the email address link included in the original RFO. Even though it accurately stated to contact: Karla.Larsen@state.mn.us, when submitters clicked on the link, it brought up an incorrect email address. The link has been corrected. All responses for RFO 0044 should be sent to: Karla.Larsen@state.mn.us.

Posting questions and answers:

Question 1: Why is each vendor limited to 5 submittals if there are 10 total positions open? Are you expecting to select just one organization to provide you with all 10 positions or will take the best 10 amongst all submittals? Do we need to submit 10 people to be considered? Are you going to interview all candidates and just take the top 10 candidates, regardless of company? Is it correct to assume that we can provide less than five resumes for this work? Five resumes have been requested, with a need for 10 resources total. Is the intent to purchase all five resources as a team, or to make individual hiring decisions on a person-by-person basis?

Answer 1: No, the expectation is not that one vendor provides all the resources - all submitted resumes that pass the minimum qualifications will be evaluated individually and selections are based on the individual submitted. Five or less resumes will be accepted from each vendor.

Question 2: Before we reach out to our contractors, can you inform me if you already have incumbents for these roles? I have a quick question regarding RFO 0044, are you able to let me know if there is an incumbent for this project?

Answer 2: No, there are no incumbents in these positions. These are new positions with new funding.

Question 3: The RFO states that all work will be done in the offices in St Paul, MN. Is there some flexibility available on this requirement to insure the best resource. The Project Requirements section states that all work must be done in St. Paul unless otherwise arranged? Does this mean you will accept an approach that utilizes some combination of on-site and off-site work (for example 65% / 35%) depending on the nature of the tasks? Please confirm the address of which MnDHS location the selected resources will be working at? Please confirm that 100% of the work performed by the selected resources, will be done at the location provided above?

Answer 3: All work will be done on-site in Downtown St Paul in one of the Human Services or MNSure offices.

Question 4: Please confirm that travel isn't expected to perform the duties outlined in this RFO?

Answer 4: Travel between DHS/MNSure worksites in downtown St Paul is required but travel is not required to sites away from these DHS/MNSure locations.

Question 5: My question is in regard to the Required Skills and the requirement about having Four engagements lasting six months or longer. I assume this requirement is given in consideration to professional contractors. Would there be a tenure of Fulltime employment at one organization that would be equivalent in your opinion or consideration.

Answer 5: If a candidate has a long tenure at one organization, we would want to see that the person has worked on 4 or more projects, each for six months or longer.

Question 6: Any chance of extension? Is it possible that the contract end date will go beyond December 31, 2015 or have optional extensions?

Answer 6: An extension is not planned at this time but is possible.

Question 7: Please consider delaying the Proposal/Resume due date to 3/16/2015 due to the large number of RFO with the large number of resumes and references that are due all at one time.

Answer 7: This date will not be extended.

Question 8: What development methodology do you use? Is the methodology at the State of MN Agile or Waterfall?

Answer 8: We use both iterative and waterfall methodologies.

Question 9: Could you please explain about the interview process?

Answer 9: If interviews of the top candidates occur, they will be conducted by phone or in person.

Question 10: We have a few potential resources who are not available until April or May, are you open to considering candidates who are not available for a March 23rd start or is the plan for all the BAs to start on the 23rd?

Answer 10: Immediate start is planned.

Question 11: 3. Conflict of Interest Statement: The RFO submission format asks for a Conflict of Interest Statement as it relates to this project. Does the state have a standard form to utilize for this purpose? Or should we just repeat the language in contained in the Conflict of Interest section in the General Requirements?

Answer 11: There is not a standard form or format for the required Conflict of Interest statement. You may repeat the pertinent language that is contained in the Conflicts of Interest section under the General Requirements of the RFO within your response to the solicitation.

Question 12: Will the state provide the vendors submitting responses to the RFO(s) the scoring results of the Evaluation Process for all vendors. Please provide an example of how the RFO Evaluation Process scoring will be calculated.

Answer 12: As identified in the RFO, the evaluation process is:

- Desired Skills (70%)
- Cost (30%)

Based on the high volume of the program, this information is not routinely released.

Question 13: Can you share what you expect as a maximum for hourly rates for this work?

Answer 13: Vendors need to submit their proposed hourly rate for a candidate with their response – a bill rate is not pre-established

Question 14: Please confirm that MnDHS expects to secure this resource on a Staff Augmentation, Time and materials basis?

Answer 14: Yes, the State expects to secure these staff augmentation positions using a maximum number of hours at a defined hourly rate (time and materials), not deliverables based.

Question 15: Please confirm that MnDHS will payout based on MnDHS approved timesheet submitted by the selected resource?

Answer 15: Yes, standard timesheets will be utilized to approve hours worked.

Question 16: To satisfy the “Cost” portion of this RFO, please confirm MnDHS’s expectations. Should vendors included submitted resource names along with “Bill-Rates” in the cover letter of their proposal? Or should vendors include a separate “Cost Proposal” and if so, what information would MnDHS like to be included in the “Cost Proposal”?

Answer 16: Addendum #1, posted on 3/5/15 addressed the Cost portion of the RFO.

Question 17 Are you looking for any specific technical background such as WebSphere?

Answer 17: Mainly IBM/Curam

Question 18: What does the project list look like, what are the critical objectives say in the next 6-12 months?

Answer 18: There are defined priorities for the 2015 year and we will work to assign and work these priorities as the dependencies are completed and resources become available.

Question 19: Are you looking for BA's to be proficient in any specific tools?

Answer 19: There are no required tools.

Question 20: What does the technical environment look like?

Answer 20: The technical environment is a tapestry of COTS products with customized and configured applications to meet Minnesota's business need.

Question 21: What are the top ten risks that need to be managed?

Answer 21: Each project within the program is tracking the risks specific to the work of the project. Tight timelines, competing resources, and high visibility are three issues which are shared by most projects that increase various risks.

Question 22: When assessing the resources, what soft skills are you most interested in seeing?

Answer 22: Please see evaluation criteria for scoring elements.

Question 23: Are there any organizational issues related to change that the PM's need to be aware of in the existing organization?

Answer 23: No.

Question 24: What is the typical size of the projects in your portfolio, both in people or dollars?

Answer 24: The State declines to answer this question.

Question 25: How your resource environment managed, are there resource pools (Centers of Excellence) or are resources dedicated to one or two projects?

Answer 25: Both are true. We are organized functionally in MN.IT (e.g. Business Analysis is an area, Quality Assurance is an area, Project Management is an area and staff are matrixed into projects).

Question 26: : On average how many projects with be assigned to any one individual Analyst?

Answer 26: On average, individual analysts are likely to have 1-2 projects - depending on the nature of the project.

Question 27: Can you share some of the key challenges/issues with the projects so we might find the best resource fit?

Answer 27: Tight timelines, competing resources, and high visibility are three issues which are shared by most projects.

Question 28: Can we present out of State candidates who are willing to be in Saint Paul for 40 hours a week?

Answer 28: Yes, they will be considered based on their meeting the minimum and desired qualification.

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

RESPONDER NAME: Karla Larsen

SIGNATURE:

TITLE:

DATE:

Request for Offers (RFO) Addendum

RFO Number: RFO0044

Addendum Number: 1

Date of Addendum: 3/5/2015

Original Due Date, Time: 3/12/2015, 4:00 pm

Revised Date, Time (if changing): N/A

Title: MNsure IT Development Project - Business Analyst Needs

SCOPE OF ADDENDUM

The following are changes to the RFO: **Revising the Submission Format Section** (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions.)

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
Master Contractor Address
Contact Name for Master Contractor
Contact Name's direct phone/cell phone (if applicable)
Contact Name's email address
Resources (Consultants') Names being submitted

2. Overall Experience

1. Resumes identifying the Required Skills, i.e. minimum pass/fail requirements, including companies and contacts where the resources have demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Resumes identifying identified Desired Skills.
3. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference

email, reference phone number and a brief description of the project this resource completed.

3. Cost Proposal

- a. Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted and their corresponding proposed hourly rate

3. 4. Conflict of interest statement as it relates to this project

4. 5. Additional Statement and forms:

required forms to be returned or additional provisions that must be included in proposal

- a) Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b) Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
- c) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- d) Certification Regarding Lobbying (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- e) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- f) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

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RESPONDER NAME:

SIGNATURE:

TITLE:

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