

Request for Offers (RFO) Addendum

RFO Number: RFO0060

Addendum Number: 1

Date of Addendum: 6/2/2015

Original Due Date, Time: 6/5/2015, 2:00PM

Revised Date, Time (if changing): NA

Title: Criminal History System Replacement

SCOPE OF ADDENDUM

The following are questions and answers to the RFO:

1. Part of the submittal process states the following: "Conflict of interest statement as it relates to this project" is needed. What is an acceptable answer? Is it acceptable to state, "There are no conflicts of interests as it relates to this project."

A: See general requirements in RFO.

2. I see that the cost proposal should be in a separate document. Does this mean a completely separate email or can it be the same email that we send the submission information (cover letter, resume, etc.); however, it just needs to be a separate attachment?

A: It should be a separate attachment. It should not be in a separate email.

3. Is there any incumbent? If there is an incumbent, are they permitted to submit a response to this solicitation?

A: Yes.

4. Is this position required to travel? If yes, how can contractor reimburse the travelling expense?

A: The contractor is not expected to travel.

5. What information do you need for the contact?

A: The vendor contact information should include name, telephone (office and mobile if appropriate) email, and full mailing address. Please see information in RFO.

6. Is this correct that you do not need the resource's references who can speak to the resources work on a similar project?

A: Not at this time. Per the posting: "The STATE reserves the right to determine if further information is needed to better understand the information presented." This could include a request for references.

7. Will payments be made on a time and materials basis or on an approved deliverable basis?

What are the expectations for the Cost Proposal? Are you expecting a fixed-bid price for each deliverable or an hourly rate for each consultant? Will invoices be based on the number of hours worked or on the percentage of completion of a deliverable?

Who sets the planned value of each task assigned to a resource? Seems to us that if a task is underestimated that a vendor could be in danger of not getting paid for the full effort a consultant has put into the task. Is that a possibility?

A: Each sprint or project task work period is expected to be 4 weeks. A standard work week is 40 hours. The deliverable, or tasks that are to be completed, will be assigned at the beginning of the sprint. It is expected that most tasks will relate to user stories. Analysts will be required to track their progress against assigned tasks in SciForma. The project manager will review the completed tasks and determine that the deliverable for that period is satisfactory. Assuming the analyst has made the expected progress on the tasks, the analyst may bill for the effort used to complete the tasks – usually that will be 40 hours times 4 weeks. If fewer hours were worked on the project because of holidays or personal time off, the tasks for that period would be similarly adjusted. Billing would be based on the effort for that period of time. If Deliverable is not accepted by the state, the vendor would not be paid until the Deliverable is acceptable.

Please present your cost proposal as an hourly rate. Deliverable cost will be calculated at 40 hours/week x 4 weeks x the hourly rate.

8. On page-2 you mention “the resource will be assigned tasks.” Who will assign these tasks and who will be managing the consultants’ workload to ensure deliverables are met on time? Will the client or the vendor be responsible for managing the work?

A: The vendor will manage his/her own work. Work will be typically be assigned by the project manager or lead BA. As this is an Agile process, the work is often determined by the team for that sprint.

9. Since this is the first-time we have seen this type of Cost Proposal Request, Can you provide an example of what a cost proposal may look like, based on your Cost Proposal Request?

A: See answer to #9

10. Does DPS anticipate hiring 3 Analysts? If so, would DPS consider hiring multiple candidates from the same vendor?

A: The RFO indicates that the vendor may submit up to two candidates. The state can contract with one vendor for multiple candidates.

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: