

# IT Professional Technical Services SITE Program

## T#:14ATM

**Request for Offers (RFO)**

**For Technology Services**

**Issued By**

**DHS – Continuing Care Administration**

**Project Title: MnCHOICES**

**Category: Developer/Programmer**

### **Business Need**

The Minnesota Department of Human Services (DHS) through the Continuing Care Administration (CCA) seeks a Microsoft .NET Programmer/developer with the necessary skill sets to develop the MnCHOICES application.

The CCA is in the process of completing a comprehensive assessment tool and protocol to be used to assess people who may have long term care needs. This tool, known as MnCHOICES, is designed to replace existing paper eligibility and assessment tools used for programs administered by CCA within DHS. MnCHOICES affects all participants in waived and non-waived programs in county social service agencies, and health plans providing continuing care services. Additionally, it will change a number of administrative and operational practices within DHS.

Phase one of MnCHOICES was launched in November 2013. Currently, all 87 social service agencies and 3 tribal nations have launched and are using MnCHOICES. In the summer of 2015, Managed Care Organizations will begin using MnCHOICES to do their assessments.

Phase two MnCHOICES is under development and integrates the data from MnCHOICES, provider rates, and the support plan into a single streamlined and consolidated process of assessing an individual, identifying their needs and determining what strengths and long-term services and supports can meet those needs. In addition, it produces a plan that identifies the person's options and choices for long-term services and supports. This information will be printed and shared across several channels, shared with the individual for signature as well as sending applicable information to providers for use in service delivery planning and 245D Addendum completions.

The lead agencies need to deliver both a Consumer Support Plan (CSP) and a Coordinated Services and Support Plan (CSSP) containing deliverables included below.

Staff provided by the selected Responder will support CCA and project staff in building upon the business processes and information architecture identified in work that CCA has been engaged in through other contractors. These business processes and information architecture were developed specifically to assist in the implementation of the legislated initiatives.

The first iteration of MnCHOICES support plan and other MnCHOICES enhancements will be released to users in March 2016. The work needed to be completed by this .Net developer is as follows:

### Project Deliverables and schedule

Project Deliverable	Due Date
Hourly and Day Integrated Rates templates	July 1, 2015
Searching and dashboard functionality	October 16, 2015
MnCHOICES versioning	November 1, 2015
Navigation: Ability to navigate the CSP or CSSP document to the Rates Management Tool and vice versa	November 1, 2015
MnCHOICES Reporting- Screening Docs	December 31, 2015
MnCHOICES Improve Searching Functionality Enhance, improve, expand date range functionality on assessment activity menu	March 1, 2016
Rate "Notes" functionality Ability to enter notes in the CSP or CSSP to be shared with whoever is going to complete the re-assessment in MnCHOICES	March 30, 2016
MnCHOICES Copying: When the lead agency has completed a CSP the data moves into the CSSP automatically and doesn't have to be re-entered	June 30, 2016

### Project Requirements

This is a web-based application which will be implemented centrally at MN.IT Services@DHS and accessibility via secure URL's. MnCHOICES currently in production:  
<https://mnchoices.dhs.state.mn.us/15.1/default.aspx#/LoginPage>

And a URL available in March 2016 for the MnCHOICES support plan.

The web application supports approximately 3,000 external users.

The system will be built to MN.IT@DHS technical standards, which comply with Statewide Enterprise Architecture standards.

All developed code is expected to comply with MN.IT@DHS best practices, and is subject to code review as appropriate.

### Responsibilities Expected of the Selected Vendor.

- Follow all MN.IT@DHS standards and templates as directed
- Develop and run test scripts to ensure rules are working as required
- Work with testers and subject matter experts to identify code changes and additions
- Identify and recommend specific code (rules) changes to State staff
- Implement changes necessary for accessibility and usability by people with disabilities

- Perform software development maintenance (bug fixes) for the project change requests
- Provide DHS Project Manager with progress reports on a weekly basis
- Inform DHS Project Manager in a timely manner of risks to the milestone completion dates
- Knowledge transfer to MN.IT@DHS development team

**Required Skills (to be scored as pass/fail)**

Required Skills	Years of Experience
Web development, such as WPF,HTML, CSS, Visual Studio	5
Designed/architected applications	3
Oracle database	3
Approved vendor on the SITE vendor list	N/A

**Desired Skills**

Desired Skills	Years of Experience
Worked in government/state environment	3
C#	3
Silverlight	3
DevExpress	2
IDEablade, Devforce	2
iLog	2
Compile and deploy application codes to Websphere environments	2
DevArt	1
WCAG 2.0-conforming application development	3

**Process Schedule**

Deadline for Questions	06/01/2015, 4:00 pm
Anticipated Posted Response to Questions	06/04/2015, 4:00 pm
Proposals due	06/08/2015, 4:00 pm
Anticipated proposal evaluation begins	06/09/2015, 8:00 am
Anticipated proposal evaluation & decision	06/12/2015, 4:00 pm

**Questions**

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Lisa Lazaretti Project Manager  
 Organization: MN.IT@DHS  
 Email Address: lisa.lazaretti@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

### **RFO Evaluation Process**

- Required skills – pass/fail
- Desired skills – 70%
- Cost – 30%

**This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.**

### **Submission Format**

The proposal should be assembled as follows:

#### **1. Cover Page.**

Vendor Name  
Vendor Address  
Vendor City, State, Zip  
Contact Name for Vendor  
Contact's direct phone/cell phone (if applicable)  
Contact's email  
Resource Name being submitted

#### **2. Overall Experience.**

- a. Provide narrative, including companies and contacts where your resource has 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.
- b. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
- c. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
- d. Also include the name of one reference 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.
- e. Responder must complete the conflict of interest statement as it relates to this project in accordance with the requirements set forth below.

#### **3. Cost Proposal.** In a separate document, include hourly rate for submitted consultant.

#### **4. Required Forms.** Responder must complete and submit the following forms in response to this RFO:

- 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>

### **Proposal Submission Instructions**

- **Vendor is limited to submission of 1 resume/candidate in response to this Request for Offers**
- Response Information:
  - Lisa Lazaretti and Kris Anderson
  - [Lisa.lazaretti@state.mn.us](mailto:Lisa.lazaretti@state.mn.us) and [Kristin.L.Anderson@state.mn.us](mailto:Kristin.L.Anderson@state.mn.us)
- Respond by email to both Lisa and Kristin
- Include candidate and company name in subject line
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us). Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

## **General Requirements**

### **Proposal Contents**

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### **Liability**

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

### **Disposition of Responses**

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed.

Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

### **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### **IT Accessibility Standards**

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/mnit/programs/policies/accessibility/>.

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### **Veteran-Owned Preference**

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**. In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation**. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

### **Work Force Certification**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

### **Equal Pay Certification**

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).