

Request for Offers (RFO) Addendum

RFO Number: RFO0074

Addendum Number: 2

Date of Addendum: August 20, 2015

Original Due Date, Time: August 25, 2015 12:00 PM

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

Title: Licensing Compliance Monitoring

SCOPE OF ADDENDUM

The following are changes to the RFO: **Answering questions received from vendors**

RFO0074 – Question and Answer		
1.	How much on-site time is preferred?	100% is preferred
2.	Is there a budget for this activity?	Yes
3.	Please describe the integration of State Agencies across the SharePoint environment?	N/A. The focus of this project is not SharePoint.
4.	Is any information being migrated for this project?	N/A. The focus of this project is not SharePoint
5.	How many processes do you expect to establish within	N/A
6.	Please describe the anticipated changes to the information architecture during the migration.	There is no planed migration during this contract period.
7.	You state that initial users are 30-50. What is your projected # of users?	30 to 50 in the 1 st 6 months for a pilot. If the pilot is successful, more will be added at intervals yet to be determined.
8.	How many Stakeholders for this project (Titles / Group Names)?	Primarily The Office of the Inspector General(OIG) and staff
9.	Will there be any third party integrations (Nintex, KnowledgeLake, K2, Bamboo, etc)? If so, which?	N/A

10.	Would you consider purchasing third party software if recommended for the effort?	No
11	Will there be any integration with Line of Business Applications?	N/A
12.	We assume DHS has access to SharePoint Online. Can further describe the SharePoint environment?	N/A. The focus of this project is not SharePoint.
13.	Do you currently have any customizations like Branding, web parts, solutions packages, list and library forms pages (AllItems.aspx, NewForm.aspx, EditForm.aspx...), etc.?	N/A
14.	Are there any workflows? If so, are they SPD, Visual Studio or out of the box?	N/A. The focus of this project is not SharePoint
15.	We would like to review the following documents to help assess your current state: <ul style="list-style-type: none"> a. Diagram of the existing logical architecture b. Current Governance Plan c. Current Taxonomy Plan 	N/A. The focus of this project is not SharePoint
16.	You state that business rules must be in compliance with statewide EA, Project Management Methodology and applicable industry/agency standard. Can you elaborate? For instance, is the PM standard defined by Agile SCRUM or Six Sigma?	MN.IT@DHS follows principles promoted by the Project Management Institute and the International Institute of Business analysis
17.	Wondering if indeed these 2 skills are absolutely REQUIRED skills – very difficult combination of skills here: <ul style="list-style-type: none"> 1. Experience with SAP Business Objects 2. Experience with secure coding principals such as OWASP Top 10 SANS Top 25 	We have removed these as required skills in Addendum #1.
18.	Would the state entertain a resource, that has implemented this functionality in other states, working remotely? We would send the resource onsite for initial meeting and other meetings, but allowing the bulk of the work to be completed offsite?	No

19.	Can you please further clarify if you're looking for requirements gathering/documentation and/or development?	Requirements gathering and documentation, not a developer for this RFO.
20.	Is there an incumbent company that you've been working with or is this a new Initiative to DHS.	There is no incumbent.
21.	With the many skills outlined in "Required Sills", can we assume you're open to multiple resources to assist with this project?	Not at this point. We have revised the required skills in Addendum #1.

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:

Request for Offers (RFO) Addendum

RFO Number: RFO0074

Addendum Number: 1

Date of Addendum: August 12, 2015

Original Due Date, Time: August 13, 2015, 12 pm

Revised Date, Time (if changing): August 25, 2015 12:00 PM

Title: Licensing Compliance Monitoring

SCOPE OF ADDENDUM

The following are changes to the RFO:

The following are changes to the RFO: **Revising the Required Skills, Desired Skills and Process Schedule** (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions.)

Required Skills (to be scored as pass/fail)

Experience as a business analyst or business lead, which must include:

- Requirement elicitation and documentation skills – minimum of 3 engagements
- ~~5 years~~ 1 year minimum experience as a Test lead – unit, functional, performance, capacity, stress, smoke, regression and end to end, including the following:
 - Conducting and reporting on Root cause analysis
 - Leading defect tracking and reporting
 - Producing a Test plan and Test Strategy
 - Creating test scripts (manual and automated)
 - Facilitating user acceptance testing
- Experience working with various project methodologies including agile and waterfall –minimum of 3 engagements
- Experience with data mining and analysis – at least 3 engagements
- Ability to complete gap analysis activities, including documenting both current state and future state business models- at least 3 engagements
- ~~Experience with SAP Business Objects – at least one engagement~~
- ~~Experience working with Share Point for document management– at least 3 engagements~~
- ~~Knowledge of waived and state planned programs and services– at least one engagement~~
- ~~Experience with secure coding principals such as: OWASP Top 10, SANS Top 25~~

Desired Skills

- Experience implementing technical solutions with .net/SQL platforms
- Prefer individual with strong Business Analyst skill set along with solution architect and testing skills.
- Experience working with ~~Waiver Provider Standards~~ waivered and state planned programs and services.
- Experience working with Share Point for document management

Process Schedule

Deadline for Questions ~~08/03/2015~~; 08/17/15, 12:00 p.m.

Anticipated Posted Response to Questions ~~08/05/2015~~, 8/20/15, 4:00 p.m.

Proposals due ~~08/13/2015~~, 8/25/15, 12:00 p.m.

Anticipated proposal evaluation begins ~~08/14/2015~~, 8/26/15, 8:00 a.m.

Anticipated proposal evaluation & decision ~~08/21/2015~~, 9/14/15, 4:00 p

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DATE: