

Request for Offers (RFO) Addendum

RFO Number: RFO0092

Addendum Number: One

Date of Addendum: Monday, September 28, 2015

Original Due Date, Time: Thursday, October 1, 2015; 2:00 PM CT

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

Title: IT Project Optimization and Linkages Program

SCOPE OF ADDENDUM

The following are changes to the RFO: Revising the Required Skills Section and Posting Questions and Answers (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions.)

Revising Required Skills:

Required Skills (to be scored as pass/fail)

Only candidates with the required minimum qualifications will be scored.

Required minimum qualifications:

- B.S. or BA Degree
- 6 years' experience in a Business Analyst role
- 2 engagements of at least 12 months duration where responsibilities included performing business process reengineering
- 5 engagements of at least 12 months where responsibilities included gathering, analyzing, managing and tracing requirements
- 3 engagements of at least 12 months where responsibilities included conducting Joint Application Design (JAD) sessions or facilitating business requirement gathering sessions for IT projects over \$300,000
- 3 engagements of at least 12 months where responsibilities included developing Gap Analysis determinations for IT projects over \$300,000
- 3 engagements of at least 12 months where responsibilities included determining and controlling scope
- 2 engagements of at least 12 months where responsibilities included researching and evaluating solution alternatives
- 6 years' experience developing and maintaining deliverables such as: business cases, scoping documents, charters, Requirements Specifications, use cases, user stories, activity diagrams, sequence diagrams, class diagrams, process models
- 3 engagements of at least 12 months where responsibilities included developing project cost and duration estimates
- 3 engagements of at least 12 months where responsibilities included developing risk assessments and risk plans
- 3 years of Business Analyst experience working in a state, county or city governmental organization on complex IT projects of over \$2 million

- 3 engagements of at least 12 months where responsibilities included Quality Assurance activities such as developing test plans, test scripts and test cases
- 1 engagement of at least 12 months duration where responsibilities included ensuring the usability of the solution

Posting Questions and Answers:

1. Q. One of the required skills is “3 years of Business Analyst experience working in a state governmental organization on complex IT projects of over \$2 million”. Would you consider either removing the ‘state governmental organization’ part OR making this a desired skill OR including other governmental organizations (Federal, county, city, etc.)?
A. Made the change to include county or city.
2. Q. Considering, “3 years of BA experience working in a state governmental organization on complex IT projects of over \$2 million.” Is a required skill. Would other requirements make up for the absence of the minimum required skill?
A. No.
3. Q. Is there an incumbent candidate, primary candidate, or known candidate that already has these qualifications?
A. No.
4. Q. Would SCRUM certification or knowledge and experience of Agile and Waterfall Methodologies make up for not having Lean Six Sigma Certification?
A. This is a Desired Skill so lack of certification will not disqualify a candidate. You are free to highlight candidate’s related skills in the resume.
5. Q. “5 engagements of at least 12 months duration”, “2 engagements of at least 12 months duration”, “3 engagements of at least 12 months duration”... Should each of these engagements be 12 months/year each or should the number of engagements total to 12 months/year?
A. Each engagement should be at least 12 months duration.

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: