

# IT Professional Technical Services

## SITE Program

### T#:14ATM

**Request for Offers (RFO)**

**For Technology Services**

**Issued By**

**The Office of MN.IT Services @ The Department of Education**

**Project Title:** Longitudinal Data System

**Category:** Architecture & Database Administration/Development\*

\*Vendor must be approved in both categories.

#### **Business Need**

MN.IT @ Education is looking for a single vendor to supply an experienced team of an architect and developer to work in parallel with MN.IT @ Education staff to enhance and maintain an interagency data warehouse. The interagency warehouse contains anonymized unit record data for individuals from birth to workforce employment that will support education research. The data is drawn from multiple resources – Minnesota Department of Education (MDE), the Minnesota Department of Health (MDH), Minnesota Department of Human Services (DHS), Minnesota Office of Higher Education (OHE), and Minnesota Department of Economic Development (DEED). All work will be directed by MN.IT @ Education project managers.

This RFO is to secure the services of approximately 2 resources with skills in the identified service categories to supplement the MN.IT @ Education team. It is anticipated that the engagement will consist of 1 resource from the Architect Category and 1 resource from the Database Administration/Development Category. Selected individuals will be responsible for design, construction, testing, documentation, and support of the warehouse effort. A team member will also help with leveraging our current investment in business intelligence tools by creating and updating any necessary data marts for the public and secured reports.

#### **Project Deliverables**

- Coordinate and manage data set “logistics” (e.g. issues, access to data, coordination of subject matter experts, etc.).
- Conduct data profiling, using MN P20W standards practices to iteratively work with the data provider to define, document, and clean the data.
- Define the data linking rules to be exercised on the personally identifying information available in each data set. Use this definition to evaluate existing data linking rules and integrate the new data set in a way that maintains or improves the quality of data linking results.

- Develop the program logic to link and load each data set into the operational data store (ODS).
- Create the database architecture required to support the linking, loading, and storage of the new data in the ODS, consistent with the existing architecture.
- Create and populate a data warehouse from the ODS.
- Evaluate and possibly refine the data operations to accommodate the data frequency and business needs.

### **Project Milestones and Schedule**

The project resources selected will be expected to be available on or about January 4, 2016 for an engagement approximately one year.

### **Project Environment**

The successful responder will work directly with MN.IT Services staff to implement the warehouse and data marts as described above.

### **Project Requirements**

The successful responder will:

- Work in a Microsoft operating system environment
- Have senior level skills in Microsoft SQL Server Analysis Services and SSIS package development
- Work in compliance with Statewide Enterprise Architecture as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- All work and resulting products must comply with the Minnesota Accessibility Standards adopted September 1, 2010
- Work in compliance with the Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed

### **Responsibilities Expected of the Selected Vendor**

The selected vendor will be required to:

- Provide frequent documentation and status updates through MN.IT @ Education's project managers
- Provide training and knowledge transfer and product documentation where required by MN.IT @ Education
- Work with MN.IT @ Education's Quality Assurance to develop testing and acceptance procedures.
- Provide input and track against the project work plan.

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

Only candidates with the required minimum qualifications will be scored.

Required minimum qualifications must be met for **each** resource submitted under **each** category:

- Architect
  - 5 plus years' experience with business intelligence project management
  - 5 plus years' experience with MS SQL Server Databases
  - 5 plus years' experience with data modeling and analysis tools
  - 5 plus years' experience with warehouse data modeling using the "Kimball" approach
  - 5 plus years' experience with implementing applications based on SQL in stored procedures; creation of views; etc.

- Database Administration/Development
  - 5 plus years' experience with MS SQL Server Databases
  - 5 plus years' experience with MS SSIS, SSAS
  - 5 plus years' experience with warehouse data modeling using the "Kimball" approach
  - 5 plus years' experience with data modeling and analysis tools
  - 5 plus years' experience with ETL (extract, transform, and load) programming
  - 5 plus years' experience with:
    - MS SQL Server
    - XML
    - MDX
    - Subversion

### **Desired Skills - (applies to both the Architecture & Database Administration/Development Categories)**

- Subject matter expertise in K-12 education, health, human services, higher education, workforce and or labor data and research
- Business requirements analysis for data warehousing
- Experience with data linking rules development
- Experience in coaching or team development situations

### **Process Schedule**

Deadline for Questions	12/10/2015, 2:00 PM CT
Anticipated Posted Response to Questions	12/14/2015
Proposals due	12/17/2015, 2:00 PM CT
Anticipated proposal evaluation begins	12/18/2015
Anticipated proposal evaluation & decision	12/22/2015

### **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: Leah Wilhelmy  
 Organization: MN.IT Services  
 Email Address: [leah.wilhelmy@state.mn.us](mailto:leah.wilhelmy@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**

Proposals received by the deadline and meeting the mandatory requirements will be evaluated. Interviews may be conducted with candidates that score the most points on Experience and Desired Skills. The State reserves the right to request face to face interviews.

- Experience of candidates (50%)
- Desired Skills (20%)
- 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 and e-mail should have the subject line "**Company Name, RFO #**"

#### **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 will 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, for each resource submitted, the name of one reference who can speak to the resource's 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. Additional Statement and Forms:**

- a. Conflict of interest statement as it relates to this project
- b. Required forms to be returned or additional provisions that **must be included in proposal**:
  1. Affirmative Action Certificate of Compliance (if over \$100,000)  
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
  2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)  
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
  3. Affidavit of non-collusion  
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
  4. Certification Regarding Lobbying (if over \$100,000)  
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

#### **4. Cost Proposal:**

Must be in a **separate document** and not listed in any other place in your submission. Attachment to be titled as "Cost Proposal, Company Name, RFO0101"

- i. Cost should be submitted according to the following:
  1. Provide the hourly cost of each resource being submitted for consideration and the amount of hours estimated for each resource.
  2. Provide a TOTAL overall amount for the entire project for the anticipated year and all resources.

## Proposal Submission Instructions

1. Vendors must submit response packages and candidate resumes directly to Leah Wilhelmy. This must be done via e-mail attachment to [leah.wilhelmy@state.mn.us](mailto:leah.wilhelmy@state.mn.us).
2. **Cost must be submitted in a separate attachment with the attachment titled as follows: "Cost Proposal, Company Name, RFO #"**
  - ii. Cost should be submitted according to the following:
    1. Provide the hourly cost of each resource being submitted for consideration and the amount of hours estimated for each resource.
    2. Provide a TOTAL overall amount for the entire project for the anticipated year and all resources.
3. Submissions are due according to the process schedule previously listed.
4. 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.
5. **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

#### Indemnification

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/>.

### **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).