

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

MNIT@ Department of Human Services

Project Title: System Modernization – Cúram Developer

Category: Cúram Developer

Business Need

- Business and functional needs that this Request for Offer (RFO) addresses:

Minnesota Department of Human Services (DHS) requires services to continue the development and implementation of case management functions in the Cúram framework. The short-term need is to complete the work defined for the State Medical Review Team (SMRT) case management system. This includes testing, case conversion, training, pilot and implementation activities. The project will likely expand into other areas after planning with stakeholders. DHS seeks a developer to be responsible for deliverables described generally herein and to be defined in detail in the Statement of Work resulting from this Request for Offer.

- History:

DHS administers and supervises a variety of economic support, healthcare and social services programs intended to improve people's health and well-being and live as independently as possible. In early 2014, DHS began an Eligibility Systems Modernization (ESM) project to automate the case management functions for SMRT, a unit at DHS that determines disability in consultation with medical professionals appointed by the commissioner. A primary function of SMRT is determining disability for people who are applying for (or appealing the denial of) benefits through the Social Security Administration (SSA), a federal agency which administers the Supplemental Security Income (SSI), RSDI (Retirement, Survivors, Disability Insurance) and Medicare programs disability benefits or Railroad Retirement Board (RRB) disability benefits. The Cúram framework is the same as that used for MNsure, Minnesota's Health Insurance Marketplace.

The initial development phases have been completed and additional work, as defined in the phased approach, is needed to complete all development phases and move to pilot and statewide deployment of the application to production. Minnesota procured the Cúram software for MNsure and for healthcare eligibility program support through an

open competitive procurement. A vendor team was chosen through an open, competitive process and began and completed development work for the early phases of the project. DHS is seeking the services of a new vendor developer to continue the defined phases of work.

- Business Cases:

- Intentions/Values of the desired solution

The SMRT automated system is intended to support case management for individuals referred to SMRT for a disability decision required to determine eligibility for benefits. The system will support automated referrals and will track cases throughout the process. The functions include support for needed re-certifications, automation and standardization of communications with clients and service providers including healthcare and education providers, and recording and maintaining information gathered throughout the disability determination review process. A high value is provision of access to the right information for the right people at the right time, including online access for applicants for services.

DHS has received approval of requests for funding for the project. Difficulties in deployment of MNsure components and the need to focus on the open enrollment period have delayed development and implementation of SMRT functionality and created a need for additional work by a skilled Cúram developer to continue development to completion, to deploy the system to production, mentor state staff and review plans for support and revised planning efforts.

- Focus Statement

The project will focus on the areas defined in the deliverables below and on establishing general practices for the larger ESM effort. Some planning for ESM will also be expected and those tasks will be detailed as MN DHS moves forward on the planning effort.

- Stakeholders

In addition to the vendor SMRT team, counties are major stakeholders in the project. County eligibility determination and social worker staff refer clients for disability determinations. The determination is often a key to eligibility for both healthcare and cash program participation. Support for applications for SSA and SSI is also a key to helping clients move toward independence and a better quality of life.

- Context – expectations and boundaries of this RFO

- The enterprise/organization strategic direction

DHS' strategic direction includes a move to integrated services delivery for all human services programs. The Cúram framework has been selected and revalidated as the best base for the development of an integrated system of services, programs and functions to support the strategic direction defined in collaboration with Minnesota counties and tribes responsible for service delivery activities. This RFO focuses on services for:

- The completion of the functionality for the first production deployment of the second Cúram instance
- The conversion of data from the legacy SMRT automated system and MAXIS eligibility determination system
- Planning details of the larger ESM effort

Contractor's duties

The Contractor, who is not a state employee, will, subject to state direction and decisions, be responsible for completing deliverables including, but not limited to, those listed below. All deliverable dates are subject to change based on dependencies on tasks for which the State is responsible, including infrastructure support.

The Contractor, who is not a State employee, will:

By February 1:

- a) Manage, design, develop, test and release to state SMRT staff the Worker Portal Curam Application
 - i) Functionality includes:
 - (1) Case management
 - (2) Disability worksheets
 - (3) Document templates
 - (4) Branded landing pages
 - (5) Provider exam scheduling – Phase 1
 - (6) Continuing disability review functionality
 - (7) Notifications to the servicing agency worker
 - (8) Document validation functionality
 - (9) Compliance with all audit requirements
 - (10) Compliance with Accessibility requirements
 - (11) Integration with DHS IAM
 - (12) Implementation of standardized reports
 - (13) Integration with RightFax
 - (14) Integration with FileNet
 - (15) SMI integration with SMRT referral process
 - (16) Conversion of data and imaged documents to the new Curam Application
 - (17) Sunset legacy system
 - ii) Provide user training to state staff and assist as needed with user training for county staff

By July 1:

- b) Release to county staff the Worker Portal Curam Application
- c) Manage, design, develop, test and release additional functionality including:
 - i) Document validation rules
 - ii) Facsimile rules
 - iii) Integration with MAXIS - create DAIL message
 - iv) Print case summary
 - v) Provider exam scheduling – Phase II
 - vi) Passive recertification
 - vii) SSA application project
 - viii) Adding person to case wizards
- d) Resolution of identified and prioritized issues/defects
- e) Optimization tasks based on state and county staff input during initial pilot. Task evaluation for inclusion will follow the State's change management process.
- f) Assist as needed with user training for county staff

By December 31:

- g) Assist/Support upgrade of the Datamart ETL to Oracle 12
- h) Assist/Support Curam upgrades during contract period
- i) Integration of Time Travel
- j) Transition all vendor activities to operational support and maintenance including, but not limited to:
 - i) Moving to the Rationale Team Suite of products
 - ii) Providing all documentation and artifacts
 - iii) Providing training, knowledge transfer and mentoring on the Curam SMRT Application
- k) Provide additional services related to systems modernization as required by the state.
- l) Delivery of a fully functional Curam SMRT Application for Worker Portal Activities.

Throughout Contract Period:

- m) Provide weekly and monthly status reports to MNIT and DHS following existing Governance processes
- n) Provide maintenance and operational coverage until adequately transitioned to state staff
- o) Develop, modify and maintain up to date:
 - i) Project management documents and artifacts
 - ii) Business requirements and rules documentation
 - iii) Technical design documentation
 - iv) Test plans, test cases and quality assurance documentation
 - v) System user guides
- p) Conduct/Assist with:
 - i) Functionality/Boundary testing
 - ii) System application testing
 - iii) System integration testing
 - iv) Regression testing
 - v) User acceptance testing support
- q) Timely resolution of prioritized issues/defects
- r) Integrate State staff into design, development, test and release activities for the Worker Portal Curam Application
- s) Provide knowledge transfer and education to state staff for the Worker Portal Curam Application
- t) With each release, ensure compliance with Accessibility requirements

Project Milestones and Schedule

- Anticipated Project Start Date
 - Target: January 1, 2016
- Anticipated Project End Date
 - On or before December 31, 2016

Project Environment

- Staff descriptions:
 - Will be working with 7 to 10 staff from an existing vendor and with up to 12 state staff on the project team. In addition, 5 subject matter experts and approximately 10 stakeholder representatives are assigned a variety of responsibilities. The successful respondent will fill the role of aiding the existing vendor resources in this structure
 - Staff proficiency levels and experience (with methodology, tools, etc.)
 - The State of Minnesota requires an individual with expertise with the Cúram framework to continue to make progress on the case management functions required to implement SMRT and to accomplish knowledge transfer to State staff and participate in detailed ESM planning efforts.

- Current support structures in place (e.g. hardware/ software applications, training group, tools, etc.), especially those with which the vendor might have to interface or integrate.
 - The vendor will be responsible for deliverables based on the progress made by the start date for the vendor. Currently, work is done on both physical and virtual desktops in Cúram and deployed to a development environment and to a test environment (ATST). Oracle products support the database and Identity Management. The environment includes WAS, WESB, RightFax, FileNet, UNIX and MS Windows Server, Apache Tomcat, WebSphere MQ, WebSphere DataPower Appliances, Rational products, SVN, Network Operating Systems: UNIX, Linux, MS Windows Server and Network utilities.
 - LAN communication protocols including FTP, HTTP, HTTPS, FTPS, SFTP, SSH, NTP and TCP/IP.
 - Familiarity with database applications, N tier environments, application servers, monitoring applications, operating system security, etc.
- The SMRT project is based on Cúram, a Commercial-off-the-Shelf product from IBM. This IBM Cúram Solution for Social Assistance supports a range of social programs that assist eligible individuals and their families during economic hardship. This assistance includes cash payment programs, tax credits, food assistance, housing subsidies, utility subsidies, child care, medical care and other programs. Cúram Solution for Social Assistance helps caseworkers screen eligible program participants to identify optimal programs for their needs; determine benefit entitlement and eligibility; make payments; and manage ongoing changes in circumstances that may affect entitlement. Cúram Solution for Social Assistance features include:

Citizen-centric service delivery through the Citizen Portal helps ensure that programs for social assistance are easier for citizens to find, access and manage and connects citizens to benefits and service providers and helps them identify where to find information and who might be able to help them. The portal also enables citizens to screen for benefits and services, apply for social assistance programs in a consolidated online application, report life events, and manage their interactions with government through a secure citizen account. The citizen-centric approach helps remove the traditional silos found among social assistance agencies to provide integrated services with the citizen as the focus.

A Modern caseworker experience helps make income-support and other caseworkers more efficient and effective with program-specific processes, information and modern tools in an industry-specific software solution; provides embedded analytics such as role-specific home pages and dashboards that display graphical representations of near real-time data to help caseworkers manage their workload more effectively; offers an intuitive, guided platform to capture the specific evidence relevant to social assistance programs, enabling caseworkers to manage virtually all aspects of evidence management, including verification, from a single point of access; helps enable the correct application of complex eligibility policies with automated program eligibility determination for applications, changes in circumstance, and renewals or recertification; gives on-screen support to less-experienced workers by displaying issues, tips and reminders.

Integrated eligibility and entitlement and payment management systems enable new programs to be created and existing programs to be modified more quickly, while automatically applying recipient changes of circumstances.

A configurable design based on service-oriented architecture (SOA) enables solutions to be configured and administered rather than coded in costlier traditional approaches.

Project Requirements

Organization implementation requirements:

- Locations where the system will be implemented: SMRT will support case management for the staff at DHS locations in St. Paul. Referrals to SMRT will be done through Cúram at location around the State of Minnesota and in the final phase, there will be an online citizen portal.
- Implementation will involve the training of staff both in St Paul and across Minnesota, and the training will be done by state staff with vendor support for materials development.
- Compliance with the Statewide Enterprise Architecture
- Compliance with Statewide Project Management Methodology
- Compliance with applicable industry/organization standards and the standards for configuring and customizing the Cúram COTS product.
- The selected vendor is responsible for implementing the system in a way that conforms to industry standard best practices including addressing the OWASP Top 10
- The selected vendor must ensure that the system is in compliance with State of Minnesota security standards and policies.
- Background screenings of employees, contractors and individuals working on behalf of the organization are performed to include criminal, credit, professional, academic, FBI fingerprinted, references and drug screenings.
- The vendor will be required to sign a confidentiality agreement in which they agree to protect data according to state and federal mandates and to complete security and HIPPA training provided by DHS.
- It is expected that the selected vendor will work onsite at DHS Central Office locations unless offsite work is determined suitable by the state project manager. DHS will provide appropriate work space for onsite work needs.
- DHS offices are accessible to most staff Monday thru Friday from 6:00 a.m. until 6:00 p.m. Core hours of availability are 8:00 a.m. to 4:30 p.m. Monday thru Friday. During the core hours, staff is expected to be available for meetings. However, many staff work flexible schedules and/or telecommute. Respondents should indicate their approach to scheduling work time, both in and out of the DHS offices. Work times must be approved by project management staff.

Responsibilities Expected of the Selected Vendor

- Role based training
- Vendor staffing
 - Provide a resource for the following position:
 - Cúram Developer
- Project Documentation
 - The selected vendor will be expected to document work according to the standards and practices currently in effect for the project.
- Project management responsibilities
 - The successful vendor will be responsible for deliverables on the project, not including the support of infrastructure. The schedule for the project is flexible, depending on other areas of work in the Department, which include MNsure deployments and activities and infrastructure demands.
- Providing training/ knowledge transfer
 - The current vendor is responsible for transferring knowledge to up to 10 state staff new to Cúram. Knowledge transfer expectations will continue throughout the project. Transfer approaches include coaching, mentoring, technical group presentations and code review and feedback sessions.
- Testing and acceptance criteria

- The vendor is responsible for the preparation of test plans and for system testing. The state is responsible for final acceptance testing of software.
- Work plan
 - The vendor will be responsible for maintaining the development work plan and approach, for approval by the State. The overall project plan is the responsibility of the State, with participation by the Vendor.

Cúram Developer Responsibilities

This developer will assist with integration of Cúram and other systems/products. This developer will be expected to work on Cúram development in various areas. Efforts may include work with any and all Cúram components in a WebSphere environment, and development of interfaces.

Cúram Developer Required Skills (to be scored as pass/fail)

| Required Skills | Years of Experience |
|--|---------------------|
| B.S. or B.A. or B.E. Degree. | Pass/Fail |
| - or - | |
| Associate Degree (2 years) with 7 years of development experience | |
| - and the following - | |
| 1 engagement lasting more than 1 year on a Cúram development project. | Pass/Fail |
| IBM Certified Application Developer - Cúram V6 or greater | Pass/Fail |
| Experience implementing case management in Cúram | 5 Years |
| Java development experience: [Java, WebSphere, Web Services, SOAP, JMS, WSDL, and XML] | 5 Years |
| Documented experience as a Cúram developer in the United States (v5.0 or higher) | 3 Years |
| Business Intelligence and Reporting Tools (BIRT) | 2 Years |
| Oracle warehouse builder and Data Integrator, Oracle SQL and PL/SQL | 1 Year |
| Documented experience in Cúram implementation (v6.0 or higher) | 1 Year |

Cúram Developer/Systems Analyst Desired Knowledge, Skills and Abilities

| | |
|---|---------|
| Experience working with State Medical Review Team (SMRT) | 2 Years |
| Experience with Cúram Income Support, financial and task management as well as Cúram Medicaid | 1 Year |
| Demonstrated experience as a skilled programmer with extensive training and experience configuring, customizing and extending the Cúram product and will have Batch development experience | 1 Year |
| Extensive knowledge of Java/J2EE and Scala, Struts and Spring MVC framework, and have the required deployment, administering and troubleshooting experience in WebSphere Application Server (WAS) | 1 Year |
| OO design and analysis | 1 Year |
| Cúram data migration experience | 1 Year |
| Cúram developer will have documented knowledge of CER rules, Dynamic evidence and Workflows as they relate to disability decisions | 1 Year |
| Experience with reporting and analytics database for data warehouse | 1 Year |
| Experience with secure coding principals such as: OWASP Top 10, SANS Top 25 | 1 Year |
| Documented experience developing in compliance with WCAG 2.0 level AA | 2 Years |

Process Schedule

| | |
|--|-----------------------|
| Deadline for Questions | 12/15/2015, 1600 Time |
| Anticipated Posted Response to Questions | 12/16/2015, 1600 Time |
| Proposals due | 12/22/2015, 1600 Time |
| Anticipated proposal evaluation begins | 12/23/2015, 1600 Time |
| Anticipated proposal evaluation & decision | 12/30/2015, 1600 Time |

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: Kent Nye
Organization: MN.IT@DHS
Email Address: kent.nye@state.mn.us
Phone: 651-431-4156

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

Responses received after the due date and time limit will not be evaluated. Responses received by the due date and time will be evaluated according to the following evaluation criteria:

Step 1: Pass/Fail on Response Requirements and Required Service Categories – Responding companies must be certified in the following category: Cúram Developer

If the State determines that the vendor failed to meet one or more of the requirements, or if the vendor did not submit sufficient information to make the pass/fail determination, then the Response will be eliminated from further review.

Step 2: Evaluation of responses that pass Step 1, based on the following criteria:

- Desired Knowledge, Skills, and Abilities (70%)
- Cost (30%)

More about the Evaluation Phases: At any time during the evaluation phases, the State may contact a vendor for additional or missing information or for clarification of the Response. However, the State does not guarantee that it will request information or clarification outside of the submitted written response. To avoid the possibility of failing the evaluation phase or of receiving a low score due to inadequate information, it is important that the vendor submits a complete Response and meets all requirements fully.

****Note:** For procurements exceeding \$552,000, member countries of the World Trade Organization's Government Procurement Agreement must be treated on the same basis as U.S. companies under the terms of the treaty. A reference sheet including a list of current members is available at: <http://www.mmd.admin.state.mn.us/Doc/OutsourcingEvalSheet.doc>

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** (not to exceed 2 pages)
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor City, State, Zip
 - d. Contact Name for Vendor
 - e. Contact's direct phone/cell phone (if applicable)
 - f. Contact's email
 - g. Resource Name being submitted

2. Overall Experience:

Required skills are scored pass/fail. If the proposal does not demonstrate that the Responder possesses all required skill, the State will discontinue further scoring of the proposal. **Copy this chart and insert into your proposal.**

| RESOURCE NAME: | | |
|--|---------------------|---|
| Required Skills | Years of Experience | Note clearly what experience from résumé meets this requirement |
| B.S. or B.A. or B.E. Degree. | Pass/Fail | |
| - or - | | |
| Associate Degree (2 years) with 7 years of development experience | | |
| - and the following - | | |
| 1 engagement lasting more than 1 year on a Cúram development project. | Pass/Fail | |
| IBM Certified Application Developer - Cúram V6 or greater | Pass/Fail | |
| Experience implementing case management in Cúram | 5 Years | |
| Java development experience: [Java, WebSphere, Web Services, SOAP, JMS, WSDL, and XML] | 5 Years | |
| Documented experience as a Cúram developer in the United States (v5.0 or higher) | 3 Years | |
| Business Intelligence and Reporting Tools (BIRT) | 2 Years | |
| Oracle warehouse builder and Data Integrator, Oracle SQL and PL/SQL | 1 Year | |
| Documented experience in Cúram implementation (v6.0 or higher) | 1 Year | |

Points will be awarded based on the following desired skills of the resource(s) submitted. Copy this chart and insert into your proposal –

| Desired Skills | Years of Experience | Note clearly what experience from résumé meets this requirement |
|--|---------------------|---|
| Experience working with State Medical Review Team (SMRT) | 2 Years | |
| Experience with Cúram Income Support, financial and task management as well as Cúram Medicaid | 1 Year | |
| Demonstrated experience as a skilled programmer with extensive training and experience configuring, customizing and extending the Cúram product and will have Batch development experience | 1 Year | |

| Desired Skills | Years of Experience | Note clearly what experience from résumé meets this requirement |
|---|---------------------|---|
| Extensive knowledge of Java/J2EE and Scala, Struts and Spring MVC framework, and have the required deployment, administering and troubleshooting experience in WebSphere Application Server (WAS) | 1 Year | |
| OO design and analysis | 1 Year | |
| Cúram data migration experience | 1 Year | |
| Cúram developer will have documented knowledge of CER rules, Dynamic evidence and Workflows as they relate to disability decisions | 1 Year | |
| Experience with reporting and analytics database for data warehouse | 1 Year | |
| Experience with secure coding principals such as: OWASP Top 10, SANS Top 25 | 1 Year | |
| Documented experience developing in compliance with WCAG 2.0 level AA | 2 Years | |

At any time during the evaluation phases, the State may contact a vendor for additional or missing information or for clarification of the Response. However, the State does not guarantee that it will request information or clarification outside the submitted written response. To avoid the possibility of failing the evaluation phase or of receiving a low score due to inadequate information, it is important that the vendor submits a complete Response and meets all requirements fully.

- a) **Attach resume for proposed resource in addition to the narrative description.** Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
- b) **Also include the name of two (2) references** 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. Cost Proposal

Must be in a separate document and not listed in any other place in your submission.

4. Conflict of interest statement as it relates to this project

5. Additional Statement and forms:

required forms to be returned or additional provisions that must be included in proposal

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <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-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Proposal Submission Instructions

- **Vendor is limited to submission of one (1) résumés/candidates in response to the Request for Offers**
- Response Information:
 - Contact: Kent Nye
 - Email Address: kent.nye@state.mn.us

- Submissions are due according to the process schedule previously listed. And must be submitted via email to kent.nye@state.mn.us. Responses sent to any other email address will not be accepted.
- **The emailed response should contain three (3) attached .pdf files**
 - **One (1) containing the cost proposal only labeled “Cost Proposal”**
 - **One (1) containing the cover page, overall experience grid and resume labeled “Response”**
 - **One (1) containing all other supporting documentation Labeled “Supporting Documentation”**
- The subject line of the response email should be: **Attention: SMRT RFO Selection Committee**.
- **A copy of the response must also be sent to 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. 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 organization 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. 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:**

1. Recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from

active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veteran's affairs;

2. Veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
3. Any other veteran-owned small business certified under section 16C.19, paragraph (d).

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.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

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.