

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

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 Transportation

Project Title: State Aid Needs III

Category: Database Administration/Development

Business Need

Seeking a part-time (50%) Database Analyst to support rewrite of the State Aid Needs and conversion of the current data to an Oracle Database.

This iteration of the State Aid Needs project will enhance and simplify the use, execution and maintenance of the current system. This project is necessary to allocate State Aid funding to counties and cities. This funding is used for local transportation projects and to pay for costs associated with maintaining their State Aid designated streets and highways. To accomplish this, roadway attributes and cost factors, combined with actual costs data about the state aid system are maintained and tracked. By applying unit costs to the cost factors, the relative costs of maintaining the system can be estimated. City and county partners submit "Needs" data information and actual cost data is used to determine unit costs. This part of the process is known as the Unit Cost Calculation. Mathematically applying unit costs to the cost factors is known as the Money Needs Computation. When performing calculations and computations, response times should be under 2 seconds.

The delivered solution will include a database and a web-based, graphical user interface.

The primary stakeholders are the State Aid Office, the district State Aid engineers supporting State Aid activities, the Counties and the Municipalities receiving State Aid funds.

Project Deliverables

In Scope:

- Analysis and documentation of requirements; design, construction, and testing of the solution; implement the solution in a production environment; complete appropriate training and documentation; etc.

- The application must be available to external (non-state employee) clients.
- Must adhere to accessibility laws and best practices
- The application must track the cost factors of County State Aid Highway (CSAH) as well as Municipal State Aid Streets (MSAS) systems.
- The application must track cost data of the cost factors used to calculate unit costs.
- Exploration of options for making the creation, maintenance and deletion of cost factors and unit costs available to the business without IT intervention while maintaining history of previous values for review as needed. *Possibly an Administrative UI screen for maintenance of cost factors, unit costs, etc.*
- The application must produce a Money Needs table that can be imported into a Distribution utility (Distribution utility not in scope).
- The application must perform preliminary, non-binding computations so users may see estimated Money Needs at any time.
- Calculation and computation response times will be acceptable to users, under 2 seconds or instantaneous.
- The application must provide transparent and defensible calculation and computation results.
- The existing database must be extracted and used to build the new database.
- Relational Database
- Data Collector functionality
- Replication of existing reports
- Provide knowledge transfer as needed

Project Milestones and Schedule

- Anticipated Project Start Date is March, 2016.
- Project must be in place before the end of October, 2016 in order to support 2017 State Aid activities.
- Anticipated Project End Date will be December, 2016.

Project Environment

- Project team will be 8 members consisting of 2 State Aid subject matter experts, two embedded MN.IT technical and business analysis resources, one MN.IT project manager and 3 consultants for development and database work. Additional support is planned by MN.IT for environment, infrastructure and validation.
- The project is being managed using the agile SCRUM framework. Sprint lengths will be 10 days. A sprint will include a sprint planning, daily stand ups, sprint review and retrospective meetings. Each sprint will deliver a potentially shippable product. The SCRUM team will be onsite, collocated and work closely with the product owners daily. The full SCRUM team needs to be self-organizing, trust and respect each other. Adjustments to this approach will be made as needed.
- Current MN.IT support structures will be able to be used for the new application and database.
- Development environment will be Java/Oracle.

Project Requirements

- Implementation location will mirror the current software.
- All training will be executed by the State Aid staff as needed.
- Maintenance responsibilities will be assumed by the imbedded MN.IT staff.

- Architecture compliance will be fulfilled by following the SA Needs Development Guide provided by the MN.IT @ MnDOT Enterprise Application Development Unit.
- Project Management – Agile Scum framework is an approved framework.

Responsibilities Expected of the Selected Vendor

Provide a person able to work half-time and provide Database Analysis, Design and Development for the project.

Able to work within an Agile Scrum framework and support the associated processes.

Required Skills (to be scored as pass/fail)

Candidates must meet all Required Skills, only then will the candidates be evaluated and scored.

Required minimum qualifications – complete the table(s) below and include this document in your response:

Specification	Skills and Experience	Thoroughly describe how the resource submitted meets the required skills and experience for each specification. (Yes/No is not sufficient)
Level Of Education	B.A. or B.S. Degree or Associate Degree (2 yrs) with 5 yrs Database Developer/Administrator relevant experience	
Certifications	Certification for the relational database management system (RDBMS) - Oracle	
Years of Experience in a Database Developer/Administrator Role	5 years' experience	
Engagements of more than 6 months	Three engagements lasting more than six months in relevant Database Developer/Administrator role	
Working in large Governmental Organizations on IT projects exceeding \$150,000	Three engagements that the relevant Database Developer/Administrator role exceeded \$150,000	
Database structures	Three engagements modifying the database structure, as necessary, from information provided by application developers	
Reporting and query tools & practices	One engagement providing and designing tools to assist in the management of the Oracle database and transaction processing	

	environment. 10 years, PL/SQL packages, and scripts	
Backup and recovery	Three engagements planning for backup and recovery of Oracle database information including restoring the information	
Archived data	One engagement maintaining archived data	
Agile software development lifecycle	1 Engagement using Agile software development lifecycle.	
Oracle 9 through 11	7 years	

Desired Skills:

Specification	Skills and Experience	Thoroughly describe how the resource submitted meets the desired skills and experience for each specification. (Yes/No is not sufficient)
Familiar with the Rally agile tool	List experience	
Familiarity with of Object Oriented Programming language	Experience working with projects/developers which use Java	
Oracle Database Server support	Engagements installing and upgrading the Oracle database server and application tools	
Database theories, principles and practices	Engagements providing a methodology for the ongoing assessment of Oracle database performance and the identification of problem areas	
Server-client computing & relational database environments	Engagements working with architecture, application development and operations to achieve a state-of-the-art environment that meets current & future business needs.	
Data management & data processing flowcharting techniques	Engagements providing a working model of the transaction processing environment for capacity assessment & planning of Oracle database	
System security	Engagements enrolling users and	

	maintaining system security of the Oracle database	
Vendor license compliance	Engagements ensuring compliance with Oracle database license agreement	
User access	Engagements controlling and monitoring user access to the Oracle database	
Training & knowledge transfer	Engagements which included training for the development of the technical support and applications staff to better utilize on-line processing database environment.	
Communications	Communication of database design, plans, expectations, updates, progress, issues, and successes in a timely & clear fashion.	
Work environment	Working independently and/or in a team environment.	

Process Schedule

Deadline for Questions	Monday, February 29, 2016, 2:00 PM CT
Anticipated Posted Response to Questions	Tuesday March 1, 2016
Proposals due	Thursday, March 3, 2016, 2:00 PM CT
Anticipated proposal evaluation begins	Friday, March 4, 2016
Anticipated proposal evaluation & decision	Wednesday, March 9, 2016

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 Central
Email Address: 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.

RFO Evaluation Process

- Extent to which candidate exceeds Required Skills (15%)
- Desired Skills (40%)
- Cost (30%)
- Interview (15%)

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. Vendor may only submit one resource for consideration.**
- 2. 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
- 3. Overall Experience:**
 - a) **Provide the completed Required Skills and Desired Skills tables above**, including companies and contacts where your resource has demonstrated the required/desired 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 required and desired skills noted above. Provide one paragraph which highlights and summarizes the resource's desired skills noted above.
 - c) Attach a 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.
 - d) Also include the name of three references 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.
- 4. Cost Proposal: Include the individual's hourly rate. The Cost Proposal must be submitted as a separate document and not included in any other place in the submission.**
- 5. Conflict of interest statement as it relates to this project**
- 6. Required forms to be returned or additional provisions that must be included in proposal:**
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 - c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

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.

Proposal Submission Instructions

- 1. Vendor is limited to submission of 1 resume/resource in response to the Request for Offers.**
2. Response Information:
 - a. Send all responses by the Response Deadline to: Leah.Wilhelmy@state.mn.us and cc: Timothy.Leister@state.mn.us.
 - b. Label the response subject line: "MN.IT @ DOT State Aid Needs III" and the RFO#.

- c. Cost must be in a separate attachment labeled "COST, Company Name, Resource Name, RFO#". Cost must be submitted as an hourly rate and a total for all hours anticipated.
3. All submissions must be via e-mail only.
4. Submissions are due according to the process schedule previously listed.
5. **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
6. **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 Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Submit the appropriate documentation with the solicitation response to claim the veteran-owned preference. Statutory requirements and documentation must be met by the solicitation response due date and time to be awarded 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.