

Request for Offers (RFO) Addendum

RFO Number: RFO0129

Addendum Number: 2

Date of Addendum: 05/20/2016

Original Posting Due Date, Time: 05/24/2016 3:00PM CDT

Revised Due Date, Time: N/A

Title: MMIS Transformation Project

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting questions and answers

Question 1.

- Q. Since there are 4 roles could we submit up to 4 proposed resources? According to the RFO each vendor can only submit 2 resources.
- A. No, the RFO states that each vendor can submit two (2) resources

Question 2.

- Q. If we are submitting two candidates in response to this request, should each response be sent in a separate e-mail, or should all the documents be sent in the same e-mail with a suffix of the candidate's name on each file.
- A. One email per Candidate
 - Candidate One email packet
 - One (1) pdf containing the following (cover page, resume, experience charts, and references) labeled "Response"
 - One (1) pdf containing the cost proposal only labeled "Cost Proposal"
 - One (1) pdf containing all other supporting documentation Labeled "Supporting Documentation"
 - Candidate Two email packet
 - One (1) pdf containing the following (cover page, resume, experience charts, and references) labeled "Response"
 - One (1) pdf containing the cost proposal only labeled "Cost Proposal"
 - One (1) pdf containing all other supporting documentation Labeled "Supporting Documentation"

Question 3.

- Q. If we are submitting two candidates do we need to provide the Supporting Documents for each or does one set work for both?
- A. See Above

Question 4.

- Q. Where should we attach the Addendum in the emailed packet?
- A. Place the signed addendum in the supporting documents .pdf

Question 5.

- Q. Is there an incumbent vendor and/or a current consultant performing the duties? If yes, will they be submitted for consideration?
- A. Currently there are no incumbents in these four positions

Question 6.

- Q. Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?
- A. Phone interviews will be acceptable

Question 7.

- Q. Regarding the requirement of six 6 month engagements, would less, longer term engagements meet this requirement? For example, 5 x 8 month engagements, 2 Multiyear, 3 x 1-year plus engagements or one 5 year engagement with multiple projects meet the required skill?
- A. No, the requirement are for six (6) x six (6) month engagements

Question 8.

- Q. Are you able to provide additional information on DHS' strategy, procurement timeline, and/or plans for the new MMIS?
- A. No, not at this time.

Question 9.

- Q. Does DHS plan to hire an IV&V vendor for the new MMIS implementation? If so, do you have an estimated timeframe for issuing an RFP for IV&V services?
- A. No

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

Request for Offers (RFO) Addendum

RFO Number: RFO0129

Addendum Number: 1

Date of Addendum: 05/10/2016

Original Posting Due Date, Time: 05/24/2016 3:00PM CDT

Revised Due Date, Time: N/A

Title: MMIS Transformation Project

SCOPE OF ADDENDUM

The following are changes to the RFO: Modifying the Project Milestones and Schedule; Questions and Proposal Submission Instructions sections of the RFO In this Addendum, changes to pre-existing RFO language will use ~~strike through~~ for deletions and underlining for insertions.

Project Milestones and Schedule

- Expected start date: June 13, 2016.
- Project Managers will create high level milestones and schedules.
- Expected end date: 31 May 2017

Questions

Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule to:

Matthew Olsen
MN.IT @ Department of Human Services
matthew.j.olsen@state.mn.us

~~Robin Wegener~~ Roleen Marchetti, Contract Manager
MN.IT Central
roleen.marchetti@state.mn.us
(Please send to both e-mail addresses)

Proposal Submission Instructions

- Each vendor is limited to the submission of two (2) proposed resources in response to this Request for Offers.
- Response Information: The resume and required forms must be transmitted via e-mail to:
~~Robin Wegener~~ Roleen Marchetti, Contract Manager, MN.IT Central
robin.wegener@state.mn.us - roleen.marchetti@state.mn.us
 - Email subject line must read: [Vendor name] – MMIS Project Manager
 - Submissions are due according to the Process Schedule previously listed.
- The emailed response should contain three (3) attached .pdf files
 - One (1) containing the cover page, resume, experience charts, and references, labeled "Response"
 - One (1) containing the cost proposal only labeled "Cost Proposal"
 - One (1) containing all other supporting documentation Labeled "Supporting Documentation"
- 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.

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: