

Request for Offers (RFO) Addendum

RFO Number: RFO0133

Addendum Number: 1

Date of Addendum: 7/8/2016

Original Posting Due Date, Time: July 14, 2016 at 2:00 PM CT

Revised Due Date, Time: N/A

Title: Integrated Service Delivery System (ISDS) Project

SCOPE OF ADDENDUM

The following are changes to the RFO: These are the questions and answers for the RFO.

Question 1. How many resources each vendor is allowed to submit?

Answer 1. Vendor may submit only one (1) resume/ candidate in response to this RFO, as noted on page 8 of the RFO.

Question 2. Are there incumbents in these positions/roles?

Answer 2. Currently there are no incumbents in these six (6) positions.

Question 3. Are there any budget restrictions for these positions?

Answer 3. The budget and costs restrictions are based on MN.IT services SITE Adjusted Average Rates.

Question 4. Would the State of MN consider allowing vendors to submit more than candidate, as 6 resources are needed?

Answer 4. Vendor may submit only one (1) resume/ candidate in response to this RFO, as noted on page 8 of the RFO.

Question 5. Above RFO states that, DHS is looking for 6 Sr Project Managers. Would like us to submit six of our strongest candidates or one best candidate per firm? Please advice.

Answer 5. Vendor may submit only one (1) resume/ candidate in response to this RFO, as noted on page 8 of the RFO.

Question 6. It is my understanding there are a number of projects, both new and active projects available, is it possible for the candidate to be assigned to more than one project concurrently?

Answer 6. Yes, this is a program of projects, resourcing is appropriately based upon availability and capacity.

Question 7. Is Statewide Project Management Methodology, a Waterfall, Iterative, or Agile methodology?

Answer 7. Depending upon the project/work, waterfall, iterative, agile or a hybrid of methodologies will be used.

Question 8. Are there specific project artifacts associated with the Statewide Project Management Methodology?

Answer 8. Yes, MN.IT supported project artifacts will be used.

Question 9. If a candidate has to provide a 4 week notice, how will that impact his/her options of being considered for the position if the anticipated start date is August 17th?

Answer 9. If the candidate is one of the top candidates, we will work with them to discuss a mutually agreeable start date.

Question 10. Is there a potential for extension beyond the May 29, 2017?

Answer 10. Yes, there is potential to be extended.

Question 11. What are the major risks and issues for the projects?

Answer 11. Each project within the program is tracking the risks specific to the work of the project. Tight timelines, competing resources, and high visibility are some issues that are shared by most projects that increase various risks.

Question 12. What is the general Program/Project structure?

Answer 12. Program governance consists of project managers, project leads and the program manager. Additionally, there is a Program Management Team which handles day to day Program decisions and an executive steering committee that provides strategic direction.

Question 13. Are there state regulations and deadlines driving the completion of the project?

Answer 13. There are many competing drivers to complete individual projects.

Question 14. Is there a need for specific technology knowledge or skill sets?

Answer 14. Project methodologies, adept at managing projects in a highly visible environment with stakeholders with competing interests.

Question 15. Is DHS looking for a group of 6 PMs to work collectively on a project? Or alternatively, are you looking for PMs that will fill needs as they arise?

Answer 15. MN.IT's is looking for project managers to manage many projects under the program umbrella.

Question 16. Do the responses as named with resumes, etc. have to be the persons working at DHS? For instance, if it takes a month for a decision; our resource may have been assigned to another engagement.

Answer 16. Yes, will be basing our scoring and decision on the individual submitted.

Question 17. On page 8 under Proposal Submission Instructions: The Vendor is limited to the submission of one (1) resume/candidate in response to the Request for Offers. – Does this mean you only want CDW to respond with 1 candidate?

Answer 17. Vendor may submit only one (1) resume/ candidate in response to this RFO, as noted on page 8 of the RFO.

Question 18. With regard to this desired skill...

Project Management Professional (PMP) or Master Project Management (MPM) Certification	80
--	----

How will this desired skill be scored?

Specifically, will there be partial credit awarded for...

- PMI certification prep classes but did not take the test?
- St. Thomas PM certification in 2001 (prior to their Mini Masters programs)
- Corporate PM certifications (AQMS, CMMi, TQMS)

Answer 18. To get full credit, the PMP certification is required to be active and will be verified on the PMI registry.

Question 19. Is there a budget restriction for these positions? If so, what is it?

Answer 19. The budget and costs restrictions are based on MN.IT services SITE Adjusted Average Rates.

Question 20. Is there any reason the decision is scheduled for over a month after submission?

Answer 20. There is an anticipated high volume of responses for this RFO and this allows for an adequate time to process, scoring and documenting results.

Question 21. Vendors are currently limited to submitting 1 candidate. Given the need for up to 6 resources, is there a possibility of increasing this to 2 or even 3 candidates?

Answer 21. Vendor may submit only one (1) resume/ candidate in response to this RFO, as noted on page 8 of the RFO.

Question 22. Is there an incumbent vendor and/or a current consultant performing the duties? If yes, will they be submitted for consideration?

Answer 22. Currently there are no incumbents in these six (6) positions.

Question 23. Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?

Answer 23. Yes, Phone interviews will be acceptable.

Question 24. Regarding the first mandatory qualification listed, addressing education and experience, is there a number of years' equivalent experience acceptable in lieu of a Bachelor's degree or Associate's degree? Or is one of the two degree types required regardless of Project Management experience?

Answer 24. Yes, one of the two degrees with the associated experience is required.

Question 25. Would the state consider a resource who is available at 80% and not 100%, but has flexibility to go over 80% at critical times?

Answer 25. No, we will need full time candidates.

Question 26. Would the state consider a resource who is already under contract and allow a transition from one to the other?

Answer 26. The state is requesting that the candidates submitted be available when the work is to begin.

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