

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 Minnesota Department of Public Safety, Bureau of Criminal Apprehension (BCA), Minnesota Justice Information Systems (MNJIS)

Project Title: National Sex Offender Registry (NSOR) Submission Project

Categories: Developer/Programmer

Business Need

The BCA has determined that updates to the Predatory Offender Registry (POR) business and validation processes along with a technical systems redesign of the submission process are necessary. This project effort will increase efficiencies in the work of the POR unit and help the unit meet the National Crime Information Center (NCIC) requirements. The goals are to:

- Increase the accuracy of records;
- Ensure the timely entry of information;
- Send all available information to NSOR;
- Modify and update all records in timely manner;
- Ensure NSOR submitted records are validated according to the NSOR submission requirements.

Project Deliverables

The new NSOR submission process will:

- Rebuild the submission process of POR records to NSOR;
- Provide a new validation process for comparing NSOR records to POR records;
- Resolve NSOR errors by automating with minimum manual intervention;
- Modify POR RMS to enable greater visibility to the NSOR submission and validation process;
- Modify POR RMS application to accept unsolicited messages;
- Remove the Change of Information functionality from the current POR LE site;
- Create new Change of Information functionality on My BCA to ensure the data captured meets NSOR requirements;
- Execute a onetime purge of all current POR records in NSOR and resubmit all MN records.

Project Milestones and Schedule

- The NSOR Project is underway and approximately 25% of development work complete;
- A **nine month engagement** is being sought for needed resource;
- April 29, 2017 is the anticipated completion of this project. The State reserves the right to exercise extension options.

Project Environment

The NSOR Project has approximately 12 team members including four contracted resources. The team consists of a project manager, business analysts, developers, QA testers, technical writer, product manager and subject matter experts. The project is managed using agile methodology.

Responsibilities Expected of the Selected Vendor

Individual selected must provide services on site, due to security reasons, at the BCA's Headquarters, located at 1430 Maryland Avenue East, St. Paul, Minnesota. Individual will be assumed to be available for 40-hour work weeks, with exceptions approved by the BCA. The services are anticipated to be needed from **July 25, 2016 through April 29, 2017**.

The individual selected for this project must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the BCA reserves the right to decline any contractor's staff accordingly. The contractor is responsible for the \$19.75 cost of the background investigation.

Mandatory Qualifications (To be initially scored as pass/fail. Thereafter, proposed resource(s) that meet the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.)

The vendor will provide a developer/programmer with the following required minimum skills:

1. Five years developing in ASP.NET and C# with at least one year of experience working with .NET 4.0 or above.
2. One year developing Windows services using .NET 4.0 or above.
3. Three years of experience working with Microsoft SQL Server and writing T-SQL code.
4. One year working in an Agile Development environment with various size teams.

Desired Skills

1. Three years of professional experience in an IT environment working with the following:
 - XML Schemas
 - XSL transformation
 - Simple Object Access Protocol (SOAP);
2. Professional experience in an IT environment working with the following:
 - Experience using LESS for authoring CSS
 - Bootstrap
 - Justice XML Data Dictionary 3.0 (JXDD)
 - NIEM
 - Federated Identity
 - Automation tools such as AntHillPro and Selenium
 - SDLC tools such as Rational Team Concert
 - Web Services Description Language (WSDL);
3. One year of experience working with criminal justice systems;
4. One year of experience using automated build tools.

Process Schedule

Deadline for Questions	07/07/2016, 2:00PM
Anticipated Posted Response to Questions	07/08/2016,
Proposals due	07/13/2016, 2:00PM
Anticipated proposal evaluation begins	07/14/2016
Anticipated proposal evaluation & decision	07/26/2016
Planned contract start date	08/08/2016

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: Deb Johnson
 Organization: MN.IT Contracts Manager
 Email Address: debra.a.johnson@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

The criteria and weighting on which proposal will be scored are:

- Mandatory Qualifications 40%
- Desired Skills 30%
- Cost 30%

Note: If selected, contracted resources must perform all work onsite (as previously described) for the duration of project and participate in daily project work Monday through Friday.

Current and/or previous companies / resources are not prohibited from applying.

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process.

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

Vendor may submit one resource through this posting.

The proposal should be assembled as follows:

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:

1. Attach the resume of your proposed resource identifying the Mandatory Qualifications – to be clearly noted in the response matrix – i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below.
2. Resume identifying any Desired Qualifications.
3. Make sure both the Mandatory Qualifications and Desired Qualifications are clearly noted in the resume.
4. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
Five years developing in ASP.NET and C# with at least one year of experience working with .NET 4.0 or above	
One year developing Windows services using .NET 4.0 or above.	
Three years of experience working with Microsoft SQL Server and writing T-SQL code	
One year working in an Agile Development environment with various size teams.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Three years of professional experience in an IT environment working with the following: XML Schemas XSL transformation Simple Object Access Protocol (SOAP)	
Professional experience in an IT environment working with the following: Experience using LESS for authoring CSS Bootstrap Justice XML Data Dictionary 3.0 (JXDD) NIEM Federated Identity Automation tools such as AntHillPro and Selenium SDLC tools such as Rational Team Concert Web Services Description Language (WSDL);	
One year of experience working with criminal justice systems	
One year of experience using automated build tools.	

3. Submission Guidelines:

Combine cover page, resume and requirements in to one document and name as follows:
<vendor name> <candidate name> <Technical/RFO0139.>

- 4. Cost Proposal** must be in a separate document and not listed in any other place in your submission. Document naming convention: <Company Name><Resource Name> <Category> Cost Proposal. Example: ABC Company, John Doe, Analyst Cost Proposal. Provide the name of the resource being submitted and their corresponding hourly rate.

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

6. Additional Statement and forms:

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>

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

- **Vendor is limited to submission of 1 candidate in response to this Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Email response as an attachment to Deb Johnson MNITcontracts@state.mn.us
 - **Email subject line must read:** DJ RFO0139 Company name Resource last name
 - The technical proposal and cost sheet may be word or pdf documents. **The document title should include the company name and the last name of the candidate(s). The title of the cost sheet should identify it as the cost proposal.** *Do not imbed documents within the proposal.*
 - Please proofread your offering to ensure it references this posting only, that you have included all the required documents and that the readers of the proposal can find the qualifications of your candidate easily within their resume.
 - The State is not responsible for any submissions not received by the closing of this solicitation. Submissions are due according to the process schedule previously listed.
- **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/oet/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).

Statutory requirements and certification 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.