

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
Office of MN.IT Services @ MN Pollution Control Agency (MPCA)**

Project Title: Water Data Project

Category: Developer/Programmer

Business Need

MN.IT @ MPCA provides the technical expertise that allows the client agency's work to succeed. The MN.IT @ MPCA members focus on applications that support MPCA's efforts across the state. The MPCA monitors and assesses watersheds throughout the state to make sure they meet water quality standards. The MPCA uses a 10-year cycle of intensively monitoring an average of eight watersheds a year. This monitoring includes lake water chemistry, and stream chemistry and biology. The resulting data help determine if lakes meet the standards for public health, recreation and aquatic life.

This request is to provide application development expertise as a continuation of a multi-year effort to improve system design and process automation for the watershed monitoring program's quality assessment process. The current need is for PL/SQL development efforts related to application processing via Oracle procedures and functions.

Project Deliverables

This contract is for a PL/SQL developer to provide development expertise related to estimating, designing, documenting, coding, testing, and implementing solutions within the existing Water Data Project. Project deliverables will vary depending upon the current project schedule and assigned tasks. Most artifacts will be related to PL/SQL development. The expectation for this request is for vendors to provide an hourly rate proposal per submitted candidate.

Candidate performance will be gauged upon their interactions and delivery of assigned project artifacts stated in the internal project plan.

Project Schedule and Environment

It is anticipated that the need for these services will last until the end of the 2016 calendar year, although the State reserves the right to extend the work order. This existing multi-year effort is targeting late fall/early winter 2016 to end the majority of its project development activities. However, it is anticipated that some follow-up work, as well as any identified maintenance work will last until the end of the calendar year.

The current project schedule has slated production releases at a pace of about one per month until around the end of October 2016. The project methodology is following a waterfall type approach that includes business sign offs at established milestones.

The candidate filling the needed position will be part of a project team of about ten (10) technical members. The make-up of the team consists of developers, BAs, testers and a project manager.

Project Requirements

The candidate filling this position will be expected to perform the required duties on sight at the office of the Minnesota Pollution Control Agency. They will be expected to integrate with other members of the technical project team and perform the following project activities:

- Provide accurate and up to date information to the project manager relevant to the position's work effort such as but not limited to estimates, task definition and status updates;
- Attend, if requested, to all project meetings;
- Follow any established project and Agency development methodologies or Software Development Life Cycle (SDLC) processes;
- Review requirements as requested to provide input on technical issues that may affect the documented functionality;
- Participate and facilitate design discussions as requested;
- Written communication of any risks to the project or roadblocks to task start and/or end dates as soon as they are known;
- Document any design, code, or work efforts conducted by this position;
- Participate in any code reviews related to the technical development of the project;
- Follow all project/Agency software development life cycle protocols, which include change and release management processes;
- Conduct any unit testing of code created by this position prior to any integration or user testing;
- Participate and provide any supplemental documentation related to the knowledge transfer of work done by this position;
- Work collaboratively with other team members;
- Utilize in-house tracking tool to communicate on all defect/enhancement issues.

Responsibilities Expected of the Selected Vendor

The candidate in this position will be expected to perform PL/SQL application duties related to creating, modifying and implementing Oracle PL/SQL code. A PL/SQL Application Developer performs essential duties such as application design/analysis, development project plans, coding, testing, documenting all code, and maintaining and upgrading existing applications. This includes the coding, debugging and testing of application programs utilizing Oracle PL/SQL, including stored procedures, functions and scripts. A PL/SQL Application Developer understands formal project and development methodologies. It will be expected that this developer contribute and follow the established project management protocols. The PL/SQL Application Developer must be adaptive to the use of new software aids and programming techniques as they are acquired or adopted by the state of Minnesota.

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:

<u>Skill, experience, certification, etc.</u>	<u>#</u>	<u>Type</u>
Exp. in Oracle PL/SQL Application Development/Procedure Function Creation	5	Years
Exp. working in formal project management methodology/SDLC (related to roles, duties, activities)	3	Engagements
Exp. in PL/SQL- design/documentation/reports/testing/tuning/debugging	5	Years

Desired Skills

- Environmental Data Experience (emphasis with Water Data)

Process Schedule

Process Milestone	Est. Due Date
Deadline for Questions	7/5//2016, 4:00 PM
Anticipated Posted Response to Question	7/7/2016
Proposals due	7/11/2016, 2:00 PM
Anticipated proposal evaluation begins	7/12/2016
Hold Interviews as needed	7/13/2016
Anticipated proposal evaluation & decision	7/20/2016

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
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

- PL/SQL Experience (related to app development, procedure/function creation, design, documentation, reports, testing, tuning, debugging) 40%
- Environmental Data Experience (emphasis in Water Data) 25%
- Formal Project Management Methodology/SDLC Experience

- (related to roles, duties, and activities) 5%
- Cost 30%

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

- Master Contractor Name
- Master Contractor Address
- Contact Name for Master Contractor
- Contact Name's direct phone/cell phone (if applicable)
- Contact Name's email address
- Consultant's Name being submitted Contact Name for Vendor

2. Overall Experience:

1. Resume of proposed Developer/Programmer
2. Identify or relate to the Resume, the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource(s) 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.
3. Provide a narrative of experiences, related to the resume, that clearly describe the duties, responsibilities, duration of specific experiences, length of services, and products produced. This narrative will be used as part of the process for the scoring evaluation.
4. Identify or relate to the Resume, any Desired Qualifications.
5. 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
Exp. in Oracle PL/SQL Application Development/Procedure Function Creation	
Exp. working in formal project methodology/SDLC Experience	
Exp. in PL/SQL- design/documentation/reports/testing/tuning/debugging	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Environmental Data Experience (Water)	

3. Cost Proposal

Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted and their corresponding proposed hourly rate.

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

5. 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 Two (2) resumes/candidates in response to the Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Deb Johnson
MNITcontracts@state.mn.us
 - Email subject line must read:
Vendor name/candidate name/RFO0140
- 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

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).

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.