

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 an 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
MN.IT @ DHS**

Project Title: METS Project – Procedural Language/Structural Query Language (PL/SQL) Developer

Category: Developer/Programmer (Seeking 1 resource)

Business Need

MN.IT@DHS is issuing this Request for Offers (RFO) to procure the service of one (1) PL/SQL Developer-Programmer with strong experience in large and complex systems development projects. The PL/SQL Developer will provide technical support to the MN.IT Java Development Integration Layer team (JDIT) to develop, modify, and maintain the Minnesota Eligibility Technology System (METS) Integration Layer and the METS to MMIS (Medicaid Management Information System) Interface as well as enhance/assure future Integration Layer work related to the METS to MMIS Interface is seamless. This includes changes required due to modifications or newly introduced code from adjoining systems such as the Cúram, and ESOR (Eligibility System of Record) work. The PL/SQL Developer must be able to provide diagnostic analysis of the METS as issues are reported. Successful resource will work with the MN.IT team that will be supporting the ESOR process long term and provide knowledge transfer to those staff.

MN.IT is committed to providing technology solutions that are reliable and flexible enough to meet fluctuating customer demand and increasing expectation of 24 hours per day, 7 days per week system availability, all while decreasing on-going support expenses.

Project Deliverables. The successful resource, in collaboration with MN.IT@DHS staff and other stakeholders, will:

- Review functional requirements.
- Modify/Upgrade the METS Integration Layer Data Prep Job which includes:
 - Trace the data processing flow from source to target system, identifying places for performance improvement;
 - Restructure existing code to improve processing performance and traceability;
 - Refactor hardcoded reference data into code tables to improve maintainability;

- Redesign the XML processing performed by the process flow to more efficiently utilize source XML data;
- Convert internal process flow stages to leverage the event subsystem;
- Ensure all changes, code, DDL, and data models are properly and completely documented; and
- Design and implement a more robust error logging subsystem to enable faster process flow tracking and reporting.
- Design PL/SQL solutions to implement a data cleansing/reconciliation process, which will:
 - Identify matches, prospective matches, etc.;
 - Remove duplicates;
 - Report non-matched/problem cases for evaluation; and
 - Support re-incorporation of externally modified/marked up data.
- Prepare solutions to load “final/cleansed” data into the primary set of tables.
- Implement PL/SQL solutions to support/replace/update processes on the Integration Layer and enrollment tables.
- Implement PL/SQL solutions to support efficient common queries of enrollment data.
- Implement PL/SQL solutions to support regular exports of selected enrollment data for use in downstream systems (reporting, etc.).
- Write PL/SQL code and documentation to support the “reconcile” functionality.
- Write PL/SQL code and documentation to support updated logic and related functionality.
- Document and unit test all code.
- Provide knowledge transfer to MN.IT@DHS staff on solution implemented.

Estimated Project Milestones and Schedule

- Projected Start Date: 9/8/2016
- Projected End Date: 3/8/2017

Project Environment

The PL/SQL Developer/Programmer will need to collaborate with a variety of individuals both on the project team and individuals outside the project team that may have a vested interest and can offer information pertaining to the project, including:

- Other Developers/Programmers;
- Project Managers;
- Business Analysts;
- Database Administrators;
- Information Technology Group;
- System Architects;
- All members of the QA staff (Managers, Supervisors, Leads, other QA Analyst);
- METS Business staff;
- DHS Business staff;
- MN.IT employees;
- External vendors;
- Stakeholder community including the counties and health care provider organizations; and
- Other agency team members.

Project Requirements. Requirements include, but are not limited to:

- All work will be done at the Department of Human Services office, ELA Building 540 Cedar Street in St. Paul, MN unless otherwise arranged.
- Work must comply with the Statewide Enterprise Architecture.
- Work must comply with Statewide Project Management Methodology.
- Work must comply with applicable industry/agency standards.
- Resource must be able to work independently, with little or no supervision.
- Resource must be able to drive to resolution in situations with high ambiguity and confusion.

Responsibilities Expected of the Selected Vendor. Successful resource will be expected to:

- Provide development of and production maintenance support to the METS Integration Layer and ESOR developed in support of the METS IT solution.
- Assist in development of and direct strategies, approaches, and procedures for the MN.IT METS IT Solution.
- Communicate and incorporate business owner's visions, business plans, and key objectives.
- Provide updates as required for MN.IT, METS, and DHS leadership.
- Foster a culture that supports and drives staff engagement and collaboration in support of State objectives.
- Establish, manage, and leverage business and technology relationships both internal and external to the MN.IT METS IT Solution.
- Transfer knowledge to MN.IT@DHS staff.

Mandatory Qualifications (to be scored as pass/fail). Qualified resources must have, at minimum, the following mandatory qualifications. Mandatory qualifications will be evaluated on a pass/fail basis. Resource submissions that do not clearly demonstrate that these mandatory qualifications are met will not be considered under this RFO.

1. B.S. or B.A. degree (4 year)

OR

Associate's degree (2 year) with 5 years' experience in PL/SQL Programming/Development.

2. A minimum of seven (7) years of experience in designing, developing, and testing applications utilizing PL/SQL or Oracle (10g, 11g, or 12g).

Desired Skills. Proposed resources that meet the Mandatory Qualifications will be evaluated on the following Desired Skills. Responder should demonstrate in its proposal the length, depth, and applicability of the proposed resource's prior experience in the desired skills below.

1. Computer Science or Information Technology degree
2. Experience in all aspects of the Software Development Life Cycle (SDLC)
3. Hands on experience working on health insurance programs.
4. Experience in PL/SQL related to enrollment systems
5. Experience working with the following:
 - Data Architecture, Data Analysis, Data Modeling
 - Enterprise Data Warehousing
 - Oracle Database Administration
 - Account Creation, password reset
 - Role management
 - Oracle Audit Vault
 - Oracle Data Vault
 - Oracle Database Firewall
6. Advanced SQL and Oracle PL/SQL Development and experience with functions, procedures, packages and triggers, such as:
 - Oracle Job Scheduler
 - Oracle performance tuning, including:
 - Query tuning
 - Index tuning
 - Partitioning
7. Experience with Oracle Fine Grain Access Control (FGAC) development, configuration, and troubleshooting, which includes the following:
 - Forensic data analysis/troubleshooting
 - Oracle 11g
 - Hadoop
 - Subversion
 - Toad
 - JIRA
 - Confluence
8. Experience utilizing migration and version control systems.
9. Experience with secure coding principals such as OWASP Top 10, SANS Top 25.
10. Experience with IRS Pub 1075 and NIST 800-53 rev4.

Process Schedule

Process Milestone	Due Date
Deadline for Questions	8/1/2016, 8:00 AM CDT
Anticipated Posted Responses to Questions	8/3/2016
Proposals due	8/8/2016, 8:00 AM CDT
Anticipated proposal evaluation begins	8/10/2016
Anticipated proposal evaluation & decision	8/24/2016

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:

Robin Wegener, Contract Manager
MN.IT Central
robin.wegener@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 State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process. The proposed resources will be evaluated on the following components:

- Mandatory Qualifications (Pass/Fail)
- Desired Skills (70%)
- 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 State reserves the right to reject any and all proposals.

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, Desired Skills scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a resource from consideration if the resource is unavailable for interview as requested by the State.

The State also reserves the right to contact proposed resources' references and to adjust Desired Skills scores based on additional information derived from the reference checks.

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
Resource Name being submitted

2. Overall Experience:

- A. Response Matrix.** Responder must copy and complete the following matrix for the proposed resource. Fill in the blanks with the information requested for the resource.

RESPONSE MATRIX	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
B.S. or B.A. degree (4 year) OR Associate's degree (2 year) with 5 years' experience in PL/SQL Programming/Development.	
A minimum of seven (7) years of experience in designing, developing, and testing applications utilizing PL/SQL or Oracle (10g, 11g, or 12g).	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Computer Science or Information Technology degree	
Experience in all aspects of the Software Development Life Cycle (SDLC)	
Hands on experience working on health insurance programs	
Experience in PL/SQL related to enrollment systems	
Experience working with the following: <ul style="list-style-type: none"> • Data Architecture, Data Analysis, Data Modeling • Enterprise Data Warehousing • Oracle Database Administration • Account Creation, password reset • Role management • Oracle Audit Vault • Oracle Data Vault • Oracle Database Firewall 	
Advanced SQL and Oracle PL/SQL Development and experience with functions, procedures, packages and triggers, such as: <ul style="list-style-type: none"> • Oracle Job Scheduler • Oracle performance tuning, including: 	

RESPONSE MATRIX	
<ul style="list-style-type: none"> • Query tuning • Index tuning • Partitioning 	
<p>Experience with Oracle Fine Grain Access Control (FGAC) development, configuration, and troubleshooting, which includes the following:</p> <ul style="list-style-type: none"> • Forensic data analysis/troubleshooting • Oracle 11g • Hadoop • Subversion • Toad • JIRA • Confluence 	
Experience utilizing migration and version control systems.	
Experience with secure coding principals such as OWASP Top 10, SANS Top 25.	
Experience with IRS Pub 1075 and NIST 800-53 rev4.	

- B. Mandatory Qualifications (pass/fail).** In the Response Matrix above, Responders must demonstrate that the proposed resource meets the mandatory qualifications under this RFO. If the proposal does not clearly demonstrate that the proposed resource possesses all mandatory qualifications, the State will discontinue further scoring of the proposal. Responders should attach a resume identifying the mandatory qualifications, including companies and contacts where the resource has demonstrated the mandatory qualifications described in this RFO.
- C. Desired Skills.** In the Response Matrix above, Responders must demonstrate the length, depth, and applicability of the proposed resource's prior experience pertaining to the Desired Skills. This component of the proposal must document the previous experiences that will demonstrate that the proposed resource satisfies any or all of the desired skills. Responders should attach a resume identifying the desired skills, including companies and contacts where the resource has demonstrated the required skills described in this RFO.
- D. Resume.** The page(s) after the completed matrix must include the resource's resume. Resumes must not exceed five (5) pages and must include all experiences in the matrix. Resumes should include dates worked, company name, and whether the resource was an employee or contractor.
- E. References.** List three (3) references who can speak to the resource's 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.

- 3. Cost Proposal.** Must be in a SEPARATE DOCUMENT and not listed in any other place in your submission. Include a separate document labeled “Cost Proposal” which includes the name of the resource being submitted and their proposed hourly rate.
- 4. Conflict of Interest Statement As It Relates to this Project**
- 5. Additional Statement and Forms.** Responders must complete and submit the following forms, if applicable, in response to this RFO:
- A. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - B. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
 - C. Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 - D. 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

- Each vendor is limited to the submission of one (1) proposed resource in response to this Request for Offers.
- Responses must be submitted via e-mail to:
 - Robin Wegener, Contract Manager, MN.IT Central
robin.wegener@state.mn.us
 - Email subject line must read: [Vendor name] – RFO0143 METS PL/SQL Developer Response
 - Submissions are due according to the Process Schedule previously listed.
- The e-mailed response should contain three (3) attached .pdf files
 1. One (1) file containing the cover page, response matrix, resume, and references, labeled “Response”;
 2. One (1) file containing the cost proposal only, labeled “Cost Proposal”; and
 3. One (1) file 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.

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.

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).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

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.