

## IT Staff Augmentation for Oracle Forms and Reports Questions and Answers

1. Regarding Required Skill - Five years experience contracting with a governmental entity. Are you looking for this experience with the Vendor/Contractor or with the staff/resource that will be proposed to perform?

**Minnesota Board of Animal Health (BAH) is looking for five years of experience by the one person who will be performing the work over the next three years.**

2. Regarding: Experience with USDA livestock disease database applications. Are you looking for this experience with the Vendor/Contractor or with the staff/resource that will be proposed to perform?

**BAH is looking for experience by the person who will be performing the work.**

3. The SOW doesn't state how many forms and reports are to be upgraded to 10g and web based. This info will help us in estimating the number of resources that we may have to assign to do this work?

**BAH has 22 forms and reports to upgrade.**

4. Number of resources is not specified; does it mean we have to decide the resource loading?

**No, BAH wishes to have one person perform the stated work.**

5. We noticed that you have been nominated as the Project Manager for this project; will you be driving our teams, overseeing the day-to-day technical and operational activities and managing project schedule?

**Yes, I will be overseeing the day-to-day activity of the person.**

6. Can you please provide the following details:

Size of database?

**4 GB**

Number of tables?

**101 Tables**

Number Forms and Reports and complexity levels?

**22 Forms and Reports, average complexity**

Number of stored procedures?

**28 Stored Procedures**

7. Section in RFP titled, "Required skill experience" – is it for the vendor or for the particular consultant proposed for the assignment?

**The "Required skill experience" is for the particular consultant.**

8. Can you provide more details on new features for web based forms as per the MOU with USDA ?

**The MOU with USDA is a living document. We do not know what, if any, new requirements will be added which require new features to be added to our database forms. Based on past experience you can anticipate about ten percent of your time to new features.**

9. What is the suggested phase for conducting training and knowledge transfer to IT staff of BAH?

**The training and knowledge transfer will occur throughout the project. You can anticipate about 10 percent of your time to training.**

10. In the "Responsibilities expected of the selected vendor" section, it discusses the key elements that this person will be responsible for - "upgrade of Oracle database from 9i to 10g." Required skills include successful Oracle database upgrade. Will the individual be performing both the upgrade of the data base as well as the development of the forms and reports for the agency?

**Yes, one individual will be conducting both the database upgrade from 9i to 10g and the upgrade of forms and reports. We are looking for someone who has experience conducting this type of upgrade.**

11. In the Business need section, it mentions that "BAH will need Oracle forms, reports development and support for an average of **8 hours** per week through May 1, 2012" - is this all that you are needing for this SOW (This does not seem to align up with the expected responsibilities as outlined in the above referenced section pertaining to an Oracle database upgrade and the additional responsibilities listed.)? **BAH is allocating 8 hours per week to perform the responsibilities outlined in the SOW. Within that 8 hours per week about 10 percent of your time will be developing new forms and modifying existing forms.**

12. Will the consultant have access to the current system & technical documentation?  
**Yes, the consultant will have access to the current system and technical documentation. All data is private, hence BAH will provide a computer and on site work location where all work is to be performed. No data or documentation is to be remove from site nor shared with any other entity.**

13. What will the agency technical staff consist of? Is there a organizational chart for this project and where this individual fits in?  
**BAH by design is a small and dynamic organization. The nature of livestock diseases that suddenly flare up mandate quick responses and warrant such an organization. The technical staff is a manager, network person, helpdesk person, web site, mapping and application person and a field IT specialist. We do not have an organizational chart for this project. BAH does not have enough work for a full time Oracle database person. Hence the SOW for a part time staff augmentation for Oracle Forms and Reports.**

14. SOW states that BAH will need Oracle forms, report development and support for an average of 8 hours per week through May 1, 2012. Please confirm that anticipated utilization of selected resource will only be 8 hours per week for life of the contract?  
**The average hours per week is 8 hours. Some weeks the work may entail 24 hours while some weeks it may be zero.**

15. What is the total anticipated hours of utilization of the selected resource for life of the contract?  
**The total anticipated hours for the life of the contract is 960.**

16. SOW states that BAH will implement the database at the St. Paul office, and at the Minnesota Poultry Testing Laboratory. Will the selected resource be required to travel to MPTL location?  
**Yes, a few times through the life of the contract the person will be required to travel to MPTL.**

17. Could you please provide the address for MPTL location?  
**MPTL is located in Willmar, Minnesota.**

18. Will BAH reimburse contractor or resource for mileage expenses incurred as a result of any business related travel?  
**BAH will pay travel expenses as set forth in state guidelines.**

19. Under Required Skills scored as pass/fail requirements, SOW states that one of the required minimum qualifications is 5 years experience contracting with a government entity. Please clarify if this experience requirement applies to the vendor, the candidate(s) presented, or both?  
**This 5 years experience is required of the person performing the work.**

20. Under SOW Evaluation Process, SOW states that proposed contractor's work plan and schedule to accomplish the project is weighted at 25% of evaluation criteria. However, page one of the SOW outlines BAH project milestones and schedule?  
**True, the question for you is, can you be available an average of 8 hours per week for the next three years.**

21. Is BAH simply requesting that vendors acknowledge that they will comply with project schedule as outlined by BAH, or that vendors propose an alternative project schedule?

**No, alternative project schedule is needed. You will need to compile with the project schedule as outlined by BAH.**

22. Under SOW Evaluation Process and Response Requirements sections, SOW states that experience with State Government IT Operations and USDA livestock disease database applications is required.

Please clarify if this experience requirement applies to the vendor, the candidate(s) presented, or both?

**BAH is looking for experience that the candidate would have with State Government and/or USDA contracts. This experience is preferred not required.**

23. Will BAH only consider vendors/candidates who have prior experience with USDA livestock disease database applications?

**No, such experience will be a plus but is not a requirement.**

24. Has BAH previously engaged a vendor to perform these duties in the past?

**BAH has worked with four individuals in the past.**

25. Under Response Requirements, SOW states that three references must be provided. Please clarify if BAH is requesting vendor client references, or project references for candidate(s) proposed?

**BAH is looking for candidate references.**

26. Does BAH have a predetermined budget allocated to for this position?

**BAH has and anticipated budget for this project.**

27. If yes, please provide hourly rate budgeted for this resource, or total funding budgeted for the position for the life of the contract?

**BAH will not provide an hourly rate, that is part of the bid process. BAH also will not provide the total anticipated budget for the life of the contract.**