

**Addendum
for
Statement of Work (SOW) – DHS #09-025
Minnesota Department of Human Services (DHS)
Project Title: Content and Business Intelligence Taxonomy Development**

Changes to Required and Desired Qualifications:

The records management professional certification is no longer a Required Qualification for this SOW. It is now a Desired Qualification.

Vendor Questions and Answers:

Question	Answer
Records management professional certification is a required skill can it be moved to the desired skill? Or can it be changed to a minimum of 2 years record management experience? This is an uncommon certification.	DHS has determined that this certification will now be a desired skill. See above.
What tools are you going to use to apply the taxonomy to the content?	At this time we do not have specific tools, but want to consider the recommendations from the chosen consultant.
Is MOSS MySite set up to apply taxonomy? If not, when will it be set up?	Taxonomy and classification capabilities are available within My Site.
Is the taxonomy already developed? If not, how long do we have to develop it? How much (size of files/Quantity) needs to be developed?	Some taxonomy has been developed. Please refer to the SOW for project milestones and schedule. There are over 100 business units at DHS and part of defining the scope of this project will be to determine which business communities will need to be developed.
How long do we have to apply taxonomy?	Please refer to the SOW for project milestones and schedule.
Where are you getting the taxonomy?	We expect the chosen contractor to help us develop the taxonomy.
Technical Administration, is it really technical? If so, is there more to it then Provide documentation, training and support to DHS staff assigned to manage the taxonomy throughout implementation and ongoing operation?	In addition, the expectation of the chosen consultant is to provide a plan for the long term vision and strategy for keeping the taxonomy viable.
What is the time frame for the 2 systems to be integrated?	In Calendar year 2010.

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Do you have an estimate of the number of SME or user communities that will need to be interviewed?	There are over 100 business units at DHS and part of defining the scope of this project will be to determine which business communities will need to be interviewed. This work will be evolutionary, and a selected group of content owners will be our focus for this first effort in developing taxonomy. It is expected that the work will generate a list of content areas prioritized in terms of need for inclusion in taxonomy development effort.
To what extent has the current content been inventoried?	There has been some work done in this area.
What role will the selected vendor have in conducting or augmenting the current content inventory?	The selected vendor will take the lead on conducting and documenting interviews, for content and taxonomy inventories.
What are the expected responsibilities of the selected vendor in the actual configuration of the SharePoint system?	The selected vendor will not be responsible for the configuration of the SharePoint system.
Will the vendor need to provide a SharePoint developer?	No the vendor will not need to provide a SharePoint developer.
Does DHS plan to use native/out-of-the-box MOSS and MySite functionality to deliver the taxonomy to the users? Or are there third-party MOSS/Taxonomy add-on software systems under consideration? Or will this be determined during this effort?	This will be determined during this effort.
Has the method of integration between MOSS and FileNET been established? Will DHS be using the FileNet/SharePoint connector? If so, is DHS's FileNet system version compatible (we believe the connectors require version P8 4.5)? If not, what is the expected timeframe for upgrading the FileNet system?	Yes. DHS expects to upgrade to P8 4.5 within calendar year 2010.
Does DHS own a web-based training development tool for use by the selected vendor (either independently or via collaboration with internal training staff)? Or will the selected vendor be responsible for providing the "compiled and ready to use" web-based training modules via their own tools? (The latter scenario would not be conducive for DHS to perform in-house ongoing updates to the training materials.)	Yes, DHS has web-based training tools and they will be available for this effort.

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<p>The SOW states:</p> <p>Project Milestones and Schedule</p> <ul style="list-style-type: none"> • November/December 2009: Anticipated contract start date • December 2009: Contribute to the development of a taxonomy structure and training materials suitable for the MOSS MySite deployment • February 2010: Completion of further taxonomy development required to integrate with the March 1, 2010 MOSS team site rollout and integration with FileNet. • June 30, 2010: Anticipated contract end date <p>What happens between Feb, 2010 and June 2010? Or is this project complete on Feb, 2010.</p>	<p>Further development of the enterprise taxonomy structure, integration with FileNet as well as training for DHS staff.</p>
<p>Who is the contractor that is referred to in the Project Environment (State Resources) section of the RFP?</p>	<p>Inetium</p>
<p>Will this contractor also be proposing for this RFP?</p>	<p>DHS does not know if Inetium will be submitting a response to this SOW.</p>
<p>At what part of the cycle is SharePoint integrated with FileNet?</p>	<p>FileNet is our document repository and in a number of program areas FileNet provides the workflow tools needed to route information that is ultimately included in a case file. In addition, we utilize an application called LiquidOffice to develop electronic forms that may also include a workflow component. As the documents reach the end of their workflow (or, in Sharepoint perhaps the end of the collaborative development cycle.). It is our intent that when documents are finalized and the retention requirement on the document is long-term, the document will be moved from SharePoint or LiquidOffice to FileNet.</p>

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Is there a date that this will be completed?	The connectors between SharePoint, LiquidOffice and FileNet are still in the planning stage, but our intent is to have this functionality available in Calendar Year 2010. What we are requesting is a taxonomy plan that will allow development to move forward in all the content management applications that will allow for these connections. We hope to allow our customers to move forward in developing document management solutions with doc types, metadata and taxonomy that will allow for eventual integration.
The taxonomy work is depended on this being completed in Feb, if it is not what happens?	We won't have the FileNet connectors functional by February – we are looking for a taxonomy plan that will allow people to begin to design document management solutions in all of our applications without fear that there will be a lot of re-work of their documents afterward, if they decide that they should be committed to FileNet after the workflow life-cycle.