

**STATE OF MINNESOTA**  
**Minnesota Department of Public Safety**  
**Bureau of Criminal Apprehension**  
**Questions for Release and Deployment Business Analyst SOW**

<b>No</b>	<b>Questions</b>
1.	<p><b>Q:</b> Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on State approved contractor time sheet, or if selected vendor will be paid based on completed/signed-off deliverables.</p> <p><b>A:</b> The State will contract for an hourly rate with the vendor for the staff resource. The State authorized representative/supervisor approves the quality of work and hours worked.</p>
2.	<p><b>Q:</b> What is the anticipated duration for which the State will need selected vendor resource?</p> <p><b>A:</b> Depending on the hourly cost of the resource, the State has funding secured and anticipated to last through June 30, 2011. It is expected that funding will be available for the contract to be written for a full year, with an option to continue the contract up to 4 additional years if funding and need continue.</p>
3.	<p><b>Q:</b> Is there an incumbent vendor/resource currently providing the services outlined in this SOW?</p> <p><b>A:</b> The State currently has a vendor resource filling this need at the BCA. That contract expires in the coming month.</p>
4.	<p><b>Q:</b> Please confirm that the position listed as OPEN within the organizational chart provided in the SOW is the position that will be filled by the vendor resource selected via this SOW.</p> <p><b>A:</b> As stated above the position is currently being held by a contractor, whose contract is expiring.</p>
5.	<p><b>Q:</b> Please confirm that anticipated utilization of selected resource will be full-time 40 hours per week (excluding State holidays) for the duration of the contract.</p> <p>If no, please provide anticipated utilization.</p> <p><b>A:</b> It is expected that during a one year contract an individual is likely to be gone from duties 15 days for personal time off (vacation, sick, training, etc). With 10 state holidays and our calculation of 15 days off our contracts for staff augmentation typically are written for 1880 hours.</p>
6.	<p><b>Q:</b> What is the anticipated daily work schedule for selected vendor resource (8:00 AM to 5:00 PM, Monday thru Friday)?</p> <p><b>A:</b> yes</p>
7.	<p><b>Q:</b> Does BCA anticipate that selected resource will be expected to perform any off-hours or weekend work under the scope of this SOW?</p> <p><b>A:</b> No</p>
8.	<p><b>Q:</b> Please confirm that BCA will provide selected resource with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW.</p> <p><b>A:</b> Yes, the contractor will be provided the hardware/software needed to complete their duties.</p>

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9.	<p><b>Q:</b> Please confirm that BCA expectation is that selected vendor resource will be working 100% on-site at BCA facility located at 1430 Maryland Avenue E, St. Paul, MN 55106</p> <p><b>A:</b> Yes – all work hours must be performed on site.</p>
10.	<p><b>Q:</b> Please confirm that the BCA Project Manager will be responsible for assigning and directing selected resource’s work tasks.</p> <p><b>A:</b> yes</p>
11.	<p><b>Q:</b> The SOW lists IBM Rational Team Concert and Urbancode AnthillPro both as required skills and as desired skills. Please confirm whether candidate experience in IBM Rational Team Concert and Urbancode AnthillPro are skills that will be scored as pass/fail requirements, or if these are only desired skills.</p> <p><b>A:</b> IBM Rational Team Concert and Urbancode AnthillPro are skills that will be scored as pass/fail requirements. The desired skill is a “high level familiarity” and experience with these two products.</p>
12.	<p><b>Q:</b> The SOW states that development experience with major technologies such as Java/J2EE, C#/.NET and other similar technologies are required skills.</p> <p>a) Does BCA have a preference as to which programming language the vendor resource is experienced?</p> <p><b>A:</b> Preference will be given to candidates who have had experience in both Java/J2EE and Microsoft C# and .Net</p> <p>b) What is the current technical environment for this project?</p> <p><b>A:</b> The Release and Deployment tools are deployed on HP server hardware running Windows Server 2008 operating system. Programming languages include Java/J2EE, .Net, C#, C++ and other languages.</p> <p>c) Will programming be part of the scope of selected vendor resource’s responsibilities?</p> <p><b>A:</b> No. Prior programming and development experience is a required skill, however.</p> <p>d) What percentage of time will resource spend programming?</p> <p><b>A:</b> zero (0%)</p> <p>e) In what language does BCA anticipate selected Business Analyst resource will be programming?</p> <p><b>A:</b> No programming required. Prior programming and development experience is a required skill, however.</p>
13.	<p><b>Q:</b> Considering that BCA responses to vendor questions may not post until Thursday 09.23.2010, we are requesting BCA to extend proposal due date until Tuesday 09.28.2010 or Wednesday 09.29.2010 to allow vendors sufficient time to study BCA responses to vendor questions and to prepare meaningful proposals?</p> <p><b>A:</b> The BCA is not choosing to extend the RFP deadline at this time.</p>

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14.	<p><b>Q:</b> Does BCA have predetermined budget/funding for this position? If yes, can BCA please share amount of funding approved?</p> <p><b>A:</b> The State budgets are stretched very thin. BCA is looking for the best value in the resource we select.</p>
15.	<p><b>Q:</b> Is this SOW for time and materials contract work or is it a full project quote?</p> <p><b>A:</b> The contract will be written for hourly rate, but work expectations and accomplishments will be assessed in accepting the work provided.</p>
16.	<p><b>Q:</b> What is the anticipated length of the contract?</p> <p><b>A:</b> One year with the option to extend up to 4 additional years if funding and need continue.</p>
17.	<p><b>Q:</b> Is there currently an incumbent in place?</p> <p><b>A:</b> A contractor is currently in place. That contract expires in the coming month.</p>