

Enterprise Information Architecture Staff Augmentation

ADDENDUM/CLARIFICATION

This project is for staff augmentation services. The request is for 2 or more qualified key personnel that will work on-site at Mn/DOT's Central Office in St. Paul, MN.

Section 2.1 is modified as follows:

2.1 Submit a ~~best practice work plan/schedule with the activities and estimated durations to complete each deliverable~~ **staffing plan that clearly identifies each individual, classification and type of work to be performed (this should align with the tasks identified in SOW).**

Any other reference to a "work plan" in the SOW is related to the work that will be assigned to the Selected Responder.

Please note this staffing plan is different than the table you will provide in Section 12.4.1 that shows how the key personnel meet the Required Skills.

For 12.4.1 Mn/DOT recommends that you provide the chart **AND** resumes. Make sure the resumes clearly identify dates. It is important for Mn/DOT to easily look at the resumes and see where the individual has met the Required Skills experience.

12.4.1 Organization and staffing. Include staff qualifications in a chart, resumes or other manner that will allow Mn/DOT to easily determine if assigned key staff meets the required skills and the extent to which assigned staff meet or exceed the desired skills.

QUESTIONS

1. Regarding "1.4 Project directly supports the OI&TS Strategic Plan that is aligned with the Mn/DOT strategic direction or plan," This heading refers to the strategic plan of both OI&TS and Mn/DOT. If (as stated in section 1.2) the architecture has not been updated for 5 years, does this imply the plans require attention as well?

The plans do not need to be updated. The resources assigned to enterprise architecture will require experience with strategic plans.

2. Regarding "2.3.2 Business Value Chain Model that includes supporting and primary activities," Is this a grass-roots effort or is there buy-in at all levels? Value chain models, for instance, require attendance/cooperation from stakeholders across the enterprise. The level of success depends on the level of buy-in.

Deliverables like a Business Value Chain Model may be assigned after the selection of an Enterprise Architecture Framework. The resources assigned to enterprise architecture will need modeling experience. The level of acceptance and buy-in will be addressed by the project manager.

3. Regarding "2.3.3 Update Mn/DOT's Data Model to support Data Governance, Business Data Catalog, and BI," Is there a data warehouse/data mart in place already?

Mn/DOT has a data store and is currently investing in the data warehouse. Data Management is related but not the objective of this project. The resources assigned to enterprise architecture will need data architecture experience.

4. With regard to BI, have key performance indicators already been identified?

The BI project is currently being implemented. I do not know if key performance indicators have been identified.

5. Regarding "2.4 Review the current Technical Architecture Document of technology inventory and standards to design a database to maintain the technology," It appears the term "Technical Architecture" in this question points more to a configuration management database. Was the question focusing on Technical architecture to the exclusion of Enterprise, Information, Process, and Application architectures? Is this a "special need"?

The term technical architecture refers to the performance, process and product standards of the department. These standards document represents the configuration items in our configuration management system. In the future, the standard selection will be driven by enterprise architecture. It is a special need to document the current state of the technical architecture. (It is not enterprise architecture.)

6. With regard to these other architectures, there could also be a need for a Meta-Data Repository. Should we interpret the question more broadly?

The Enterprise Architecture recommendation would be broad and several needs could be justified in the recommendation.

7. Has Mn/DOT made an attempt to adopt frameworks before? If so, what happened? Some of the questions refer to value chains (Dr. Michael Porter), and some refer to CMDBs (ITIL). It would be helpful to understand what has already passed.

Frameworks have been consider but never adopted. We have worked with the Office of Enterprise Technology (OET) to develop a State-wide framework, but Mn/DOT has not adopted a framework.

Technology standards have been inventoried. Information Resources Policies, Guidelines and standards have been published. Several business, process, and data models have been created. We are following ITIL as a best practice for operations.

8. There is a Minnesota Enterprise Architecture (MEA) framework based on the Federal Enterprise Architecture (FEA) framework, which expands/relies on Zachman for the deliverables. Should these be given preference?

OET documented a framework based on the Federal framework, although it is not clear if they have selected a framework. During project initiation, the project will meet with OET to identify their framework or work towards a framework. Mn/DOT will give high preference to an OET compatible framework.

9. Is Mn/DOT a buy vs build shop? This would drive the methodology to include package evaluations as well as development.

Either if Mn/DOT had an Enterprise Architecture, it may be easier to respond to this question.

10. If Mn/DOT are a buy shop, are you leveraging any large software suites already? There may be vendor specific methodologies that apply. If you are a build shop, are you Microsoft aligned or are you aligned with a different platform? Vendor suites offer tool and methodology affinities.

Our current inventory of IT Assets, Configuration items, and IT Standards will be provided to the selected responder as needed. The current deliverables of this SOW will not identify IT product standards, including software, platform and other vendor selections.

11. What is currently working? Does Mn/DOT follow a waterfall or spiral methodology? Or, are they looking at Agile methods? Are they already using Unified Modeling Language? The teams' comfort level with the established way of doing things versus desire to change should be considered for the recommendation.

Selecting a development methodology is not the focus of this project.

12. What are Mn/DOT's business units?

This information will be provided as need to the resources selected.

13. What is Mn/DOT's Operating Model? Are you federated across business units or are they tightly integrated?

This information will be provided to the selected resources.

14. What is Mn/DOT's IT Engagement Model? Is there already a governance structure? How does it work? In other words, are they more of a steering committee or are they more of a regulatory body?

Yes, at the OET and agency level. This information will be provided to the selected resources.

15. Is there a Change Management Team involved/available?

Yes

16. What does OI&TS use as an EA framework?

We do not have a framework. The SOW has a deliverable to recommend a framework.

17. Are the current models aligned with any EA framework?

I don't know. The EA framework is not defined.

18. Is there a list of frameworks that you are interested in selecting from?

No

19. Are there existing tools for managing EA models that will need to be supported? Designing a database for some of this is mentioned. Is the use of a commercial tool an option? If so, is the selection of that tool part of this process?

Mn/DOT has modeling tools, but I don't know if they support all EA models. Oracle is our database standard. Data Design tools are available.

20. Regarding Section 5 - can you provide details as to the specific standards to which we need to adhere.

They will be provided to the selected vendor.

21. Please clarify the time on the due date for the proposal delivery. We are assuming it is Central Standard Time but the RFP is not clear (section 8.3).

Central Standard Time.

22. Is there a business vision and strategy for MN/DOT? If so, can a copy be provided? How current is the vision and strategy

Yes, it will be provided to the selected responder as needed for the assignments.

23. What are the current technical standards?

The outdated list will be provided to the selected responder. Refer to the above addendum

24. Is the current EA framework based on any industry frameworks?

We do not have an EA framework.

25. Please describe the departments change management process.

It will be provided to the selected responder.

26. If the priorities are not going to be communicated until after the project starts, which work plan will the responder be required to meet? The best practice plan? Some other plan?

I apologize for the confusion. Please refer to the above addendum, requesting a staffing plan. A work plan will be developed during contract negotiations.

27. What is the OET's framework? Can a copy be provided?

Refer to question 8.

28. How many external customer types are there?

We assume the selected framework would collect this information. We haven't counted customers or customer types on our outdated models.

29. What is the list of current IT services that MN/DOT IT provides?

This will be made available to the selected vendor.

30. Can a copy of the current Technical Architecture Document of technology inventory and standards be provided so that the complexity of the required data base be determine?

Refer to the above addendum. The selected responder can evaluate the inventory and provide input to the complexity. The staffing plan should include skill resources to complete the deliverables in the SOW.

31. What is the current configuration management database?

Currently, we have several IT Asset inventories with attributes on configuration items. A BMC Remedy will be used to automate our Configuration Management process and CMDB is being implemented.

32. What is meant by "change management incidents"?

The change management process will be described to the selected responder.

33. Please provide a copy of all technical specifications and processes identified in the RFP so that the level of effort can be determined.

These will be provided to the selected responder as need.

34. Please provide a copy of the Mn/DOT testing and acceptance criteria.

These will be provided to the selected responder if needed.

35. Please provide a copy of the MN/DOT Project Document requirements.

These will be provided to the selected responder if needed.

36. Please provide a copy of all agency and industry standards that must be adhered to.

Agency standards will be provided to the selected responder. We have not compiled a list of industry standards.

37. What is the current technical architecture(s) in use at MN/DOT?

This will be provided to the selected responder as need.

38. What IT projects are planned for MN/DOT during this contract? How much time will the architecture staff be devoting to this project vs other projects?

Refer to the above addendum. The Mn/DOT project manager will make the assignments.

39. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDOT approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables.

Refer to the above addendum, an hourly basis.

40. The SOW states that "due to the expeditious requirements" the awarded vendor must "assign two or more persons to satisfy this SOW."

Yes. The workload requires more than one resource.

41. Please confirm the exact number resources MnDOT expects awarded vendor to provide.

The exact number will depend on the individual skills of the resources. At a minimum, we'd recommend an experienced Enterprise Architect/expert and an experienced technical architect/modeler. The exact number depends on the resources experience in business, data, application and technology.

42. Is there an incumbent vendor/resource currently providing the services outlined in this SOW? If yes, can you please provide the name of the incumbent vendor/resource?

No vendor has been assigned to enterprise architecture.

43. Please confirm that anticipated duration for which all the resource(s) will be needed is from contract execution date thru December 31, 2011.

The duration is dependent on funding. More details will be provided during contract negotiations, although the project is funded through the current fiscal year, which ends June 30, 2011.

44. Please confirm that anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract. If no, please provide anticipated utilization.

There is some flexibility based on the skills of the assigned resources. Qualified resources can work full-time.

45. What is the anticipated daily work schedule for selected vendor resource(s) (8:00 AM to 5:00 PM, Monday thru Friday)?

This schedule will work. There is some flexibility that can be negotiated for the contract. For example, the project manager works four 10's, Monday thru Thursday.

46. Does MnDOT anticipate that selected resource(s) will be expected to perform any off-hours or weekend work under the scope of this SOW?

It is not anticipated.

47. Please confirm that MnDOT will provide selected resource(s) with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW.

Yes

48. Please confirm how many copies of cost proposal vendors should submit.

One copy of the cost proposal. Section 12.7 of the SOW is revised as follows:

Submit **one copy of the** cost proposal in a separate sealed envelope. Rates proposed may not exceed the rates approved under this program. Cost proposal must include ~~the number of anticipated hours,~~ classifications of personnel and personnel hourly rates ~~and a total project cost.~~ If direct expenses are anticipated they must be detailed in the cost proposal. **This contract will be written as a Fixed Hourly Rate contract. The cost estimate must correspond to the detailed work plan and schedule that includes time estimates, associated deliverables, and staff assigned to each task.**

49. Please confirm that MnDOT expectation is that selected vendor resource(s) will be working 100% on-site at MnDOT facility located at 395 John Ireland Blvd, St. Paul, MN 55155.

Yes

50. Please confirm that the MnDOT Project Manager will be responsible for assigning and directing selected resources' work tasks.

Yes

51. Is it MnDOT intent to make contract award to a single vendor to perform the work tasks described in this SOW, or will MnDOT consider making awards to multiple vendors.

The intent is to award to a single vendor.

52. What is the dollar amount MnDOT has budgeted for this SOW?

It will be based on the selected staffing plan, skills and rates. The budget will be discussed in more detail during contract negotiations.

53. Does MnDOT expect each vendor resource to meet all minimum required skills, or only that the assigned team collectively meets all minimum required skills?

The assigned team should collectively meet all the required skills, although there is a direct relationship to proposed size of team, number of full-time workers, and duration of assignment.

54. Section 2.1 states that providing a work plan/schedule with the activities and estimated durations to complete each deliverable are part of the deliverables/project duties that awarded vendor will perform.

Please refer to the above addendum.

55. However, Section 12.7 states that vendors must provide a work plan and schedule with their cost proposal in response to this SOW.

Please refer to the above addendum.

56. Please confirm whether vendors are to provide a work plan and schedule as part of their response to this SOW, or whether this activity is a deliverable to be completed after contract award.

Please refer to the above addendum.

57. The Project Title of this SOW indicates that MnDOT is seeking staff augmentation services.

However, Section 12.7 of the SOW states the following: "Cost proposal must include the number of anticipated hours, classifications of personnel, personnel hourly rates and total project cost." and "The cost estimate must correspond to the detailed work plan and schedule that includes time estimates, associated deliverables, and staff assigned to each task."

Please refer to the above addendum.

58. This requirement does not seem applicable to an SOW for procurement of staff augmentation services.

Please refer to the above addendum.

59. Please confirm whether vendors are required to submit a detailed work plan and schedule that includes time estimates, associated deliverables, and staff assigned to each task as part of their response to this SOW.

Please refer to the above addendum.

60. Is the costing to be provided as part of the response be:
a. Hourly rates for resources needed OR
b. Fixed price for the entire project.

Please refer to the above addendum and Question #48.

61. Could you provide us an overview of the applications that will be part/will use this enterprise framework/architecture?

Not at this time.

62. Section 2.6 says - 2 or more resources are needed to satisfy this SOW. Will the Department decide as the project progresses on the number of resources? Or will it have a fixed number of resources for the entire duration?

This will be determined based on staffing plan during contract negotiations. It is expected that a schedule can be fixed for a duration, but not necessarily the entire duration.

63. Do all the members of the proposed team have to meet the requirements of Section 6?

No. Refer to question 53.

64. How many resumes that meet the required criteria need to be submitted as part of the proposal?

Please provide resumes for all resources in your staffing plan.

65. Will all the resources as part of this SOW be taken from one vendor or multiple vendors?

One vendor