

Date April 13, 2011

ADDENDUM #1

To Statement of Work (SOW) For Technology Services Issued By
Minnesota Department of Administration-Real Estate & Construction Services
Project Title: Enterprise Construction Project Management Software

1. Response due date remains on or before Friday, April 15, 2011, 2:00 PM, C.D.T.

2. This Addendum modifies the Statement of Work publication dated April 5, 2011.

A. Replace Paragraph 6 “**Required Skills**” from the original SOW with the following:

6. Required Skills (These are to be scored as pass/fail requirements)

Required minimum qualifications:

1. Microsoft Gold Partner Certification
2. Five years of experience configuring Project Web Access/Project Server/SharePoint
3. Ability to host a secure virtual server environment
4. 9g Cost Configuration Response-must reflect the delivery of configured production, staging and test environment (See Paragraph B below for clarification on this new pass/fail requirement)

- Paragraph 6 Items 3, 5, 6, & 7 from the original SOW (listed below) shall be removed from the list of “Pass/Fail” requirements and are now considered “Preferred Requirements”. These “Preferred Requirements” will be scored criteria and evaluated as part of the responder’s overall experience.

- ~~3. Experience with integration of SEMA4 (State payroll system).~~
- ~~5. Working knowledge of State of MN statues and standards~~
- ~~6. Familiarity with State of MN IT Best Practices~~
- ~~7. Ability to present technical concepts to people with varying skill levels and learning styles.~~

***NOTE: See Attachment 1 to this RFP, the Scoring Criteria Table, for an example of the “Pass/Fail Requirements” and “Scored Criteria” (Preferred Requirements)*

B. Clarification on Paragraph 9g-Cost for System Configuration (30%):

- a. When responding to this criterion, you *must* indicate whether your cost for configuration includes a **test environment, a staging environment and go-live environment. Provide a separate monthly cost for server hosting.** (*Server hosting cost will not be considered when evaluating the cost.*)

Configure your response to this item as follows:

- Cost reflects delivery of a configured production, staging and test environment running Enterprise Project Web Access 2010 and SharePoint 2010 applications. YES___ NO ___.

Note: This will be a “Pass/Fail” criterion.

- Cost to deliver a configured server running Enterprise Project Web Access 2010 and SharePoint 2010 applications:

Testing Environment	\$ _____
Staging Environment	\$ _____
Go-Live /Production Environment	\$ _____
Total	\$ _____

The above costs will be used to evaluate and score the “Cost Category” (30% of total points). The following additional cost information is requested but will not be part of the cost evaluation:

- The monthly cost to host a server with configured production, staging and test environment running applications Enterprise Project Web Access 2010 and SharePoint 2010 will be \$_____
- The hourly rate for future configuration will be \$_____.
- The Cost for final SharePoint/SEMA4 integration at a later date: \$_____.

C. Attachment 1 “**Project Management For Enterprise Construction Project Management Software Proposal Evaluation Criteria Scoring Table**” has been attached and made a part of this addendum

3. Request for Proposal Questions and Answers:

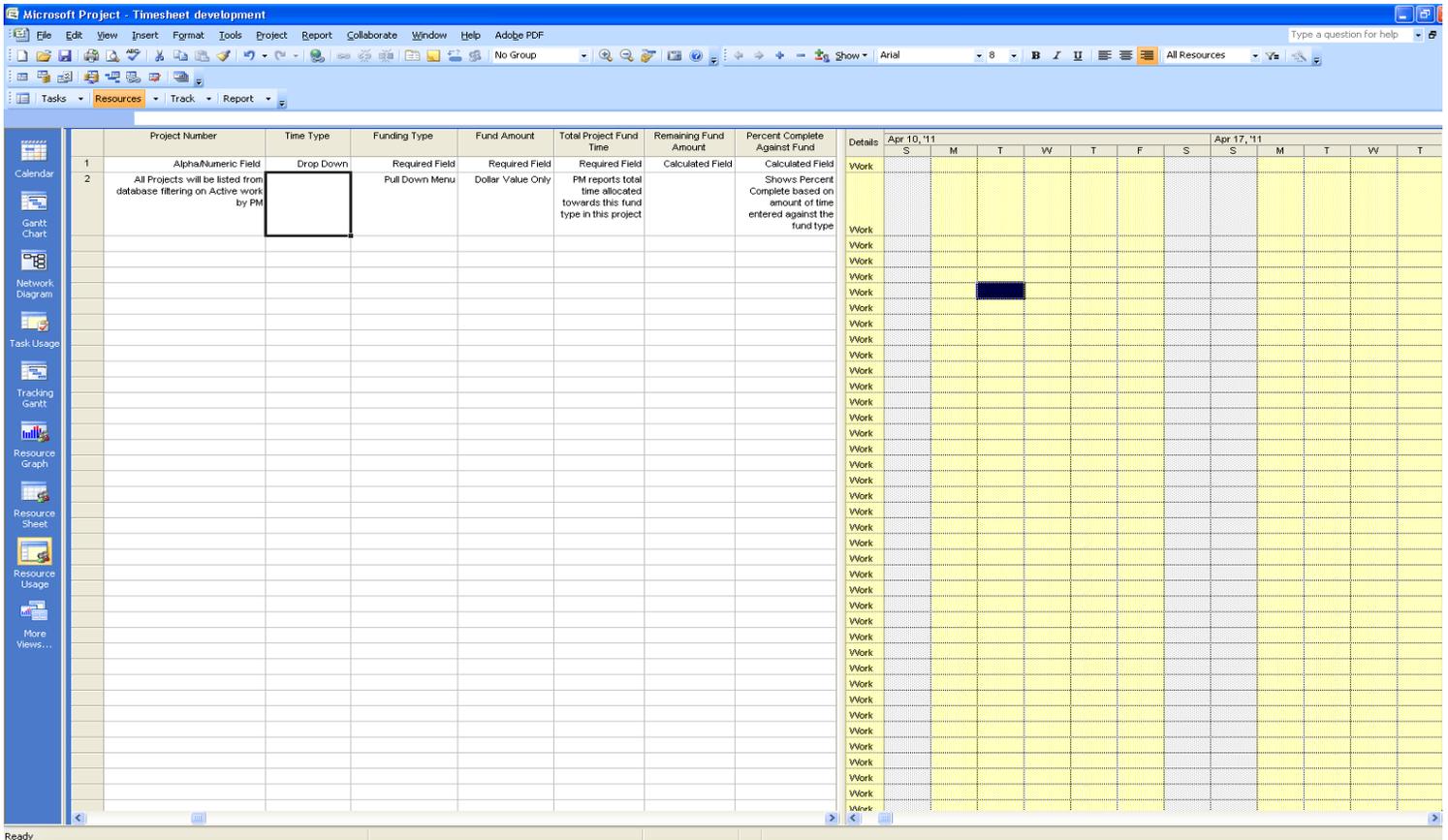
A. Section 2-Project Deliverables, Item 6: The EPM solution shall provide requested integration with PeopleSoft/SEMA 4 and internal databases.

Question:

Is this in scope for phase I and pricing should be included in our response or will this be in a future phase thus NOT include pricing for this option?

Response:

Due to evolving PeopleSoft/SEMA4 integration requirements, the PWA tool will need to provide a project view. See below: The data fields will be used at a later date to integrate into the PeopleSoft environment. Therefore, the requested integration is not a required deliverable.



B. Project Deliverables, Item 7e: The EPM solution should be fully configured to include the following; create project document manager.

Question:

What does this term mean? If it is document management via SharePoint Document Libraries that is fine but please clarify.

Response: The intended location for document storage is the SharePoint environment.

- C.** Section 2-Project Deliverables, Item 7g: The EPM solution should be fully configured to include the following; Timesheet integration, are we required to include in pricing.

Question:

As noted in question 1 above and assuming Integration w/SEMA4 is not included, are we required to include pricing?

Response:

See answer to Question 1 for a definition of ‘Timesheet integration’. It is expected the proposed costs can meet the needs as defined in the answer to Question 1. If applicable, provide a separate cost for final integration. See Attachment 1-Item 3a of this Addendum for additional clarification on submittal of costs.

- D.** Section 2-Project Deliverables: Item 9: User Training Manual for reference and future staff training on use of the application.

Question:

If we can specify ‘paper copy’ then this would be fine?

Response:

If an electronic copy of training material is not available, please state options for obtaining material in the future to compensate for staff turnover.

- E.** Section 9 – SOW Evaluation Process, Item 9.1.g: Cost for system configuration & Section 2-Project Deliverables

Question:

Do we include the monthly hosting options in our pricing but separate from the initial implementation costs?

Response:

Yes, please include a breakout of monthly costs for hosting. The hosting cost should not include software Client Access Licenses for individual users as this will be the responsibility of the RECS group. See Attachment 1-Item 3a of this Addendum for additional clarification on submittal of costs.

END of Addendum #1
(See Attachment 1 included in this Addendum)

SOW Addendum #1: Attachment 1

**Project Management for Enterprise Construction Project Management Software
PROPOSAL EVALUATION
Criteria Scoring Table**

#	Criteria	Points Available	Evaluator's Score	
1	Microsoft Gold Partner Certification	Pass/Fail		
2	Five years of experience configuring Project Web Access/Project Server/SharePoint	Pass/Fail		
3	Ability to host a secure virtual server 3 environments- Test, Staging, Go-live	Pass/Fail		
4	Responders cost proposal reflects delivery of a configured production, staging and test environment running Enterprise Project Web Access 2010 and SharePoint 2010 applications.	Pass/Fail		
SCORED CRITERIA (For responders who "PASS" the criteria above)				
1	Company overview & history (5%)	5		
2	Experience with similar projects and understanding of business needs and project scope (10%) Indicate if you have: - Familiarity with State of MN IT Best Practices - Experience with integration of SEMA4 (State payroll system). - Working knowledge of State of MN statues and standards - Ability to present technical concepts to people with varying skill levels and learning styles	10		
3	Project work plan, schedule and status updates for meeting project requirements (20%)	20		
4	Resumes of proposed staff for this project that demonstrates the knowledge, skills and abilities required for this project as defined in "Required Skills" (30%)	30		
5	Three references from clients with similar needs as this project- performed by the proposed staff (5%)	5		
6	Cost (30%) Configuration of server for Enterprise PWA 2010 and Sharepoint 2010	30 (lowest cost = 30pts)		
	Subtotal – Base Points	100		
7	TG/ED or Veteran-owned/Service Disabled Veteran-Owned Preference	6		
	Total	106		