

STATE OF MINNESOTA
Minnesota Department of Perpich Center for Arts Education
STG Questions for “Drupal Site Planning for Online Community of Practice”
SOW

No	Questions	
1.	Please confirm that all staff provided by vendor will work 100% in PCAE offices at 6125 Olson Memorial Hwy Golden Valley, MN 554224928, throughout the life of the contract.	The majority of the meetings required for the work will likely happen at PCAE offices, though if there is a reason to meet elsewhere we are open to that. Contractors working on the project may need to do their own research, writing, etc., to prepare for meetings and to prepare the final plan. For this sort of work, the contractors must use their own workspace.
2.	Please confirm PCAE will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.	Contractors must provide their own hardware/software, computers, other resources, and work space.
3.	What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?	There is no set daily work schedule. Meetings to complete this work would be held at mutually agreed-upon times 9am – 5pm, Monday thru Friday. Any work the contractor does on his/her own could be completed at the contractor’s discretion, as long as it meets PCAE deadlines.
4.	Is it the intent of PCAE to make contract award to a single vendor to perform the work tasks described in this SOW, or will PCAE be making awards to multiple vendors?	We will contract with a single vendor. That single vendor may assign more than one person to work on the project, but if so, the project personnel should be consistent throughout the project, given its nature.
5.	Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on PCAE approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?	We expect that the total project cost will not exceed \$10,000. The vendor will be paid based on completed deliverables.
6.	Please confirm that the PCAE Project Manager will be responsible for directing the selected vendor’s resource(s) work tasks/assignments?	The PCAE Project Manager will oversee the project. Two of her employees will lead the project work, however, and so they will often direct the tasks/assignments.
7.	Is there any travel expected for vendor resources?	Only to the PCAE offices.
8.	Is it PCAE’s intent to utilize the selected resources on an “As Needed” basis?	There is a final deliverable, and it is up to the contractor to work with PCAE staff to produce this deliverable. Meetings will be held at agreed upon times and dates. There will also be work that the contractor needs to do outside of our meetings in order to prepare for the meetings or help move toward the completed deliverable.
9.	Is there an incumbent vendor who is	This is a new project for PCAE and we have

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	currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW? If yes, who is the incumbent vendor?	never engaged a Drupal developer to perform duties similar to this work.
10.	Please confirm the exact number of resources and resource skill type that PCAE expects awarded vendor to provide.	Please clarify or provide an example for this question with specific reference to the SOW.
11.	Does PCAE have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions? If yes, can you please share the budgeted amount?	We expect that the total project cost will not exceed \$10,000.
12.	Is PCAE seeking fixed-price cost proposals for this SOW?	Yes.
13.	Is it PCAE’s expectation that each vendor resource assigned to this project will have all minimum required skills, or that the vendor resources assigned will collectively meet all required minimum skills?	The vendor resources assigned could collectively meet the required minimum skills, if each person specializes in different areas and has the minimum number of years of experience in that area. For example, one person may have 2 years of Drupal experience, and another person brings 1 year of facilitation experience. However, in another example, 3 people with 1 year of PHP experience each would not add up to 3 years of PHP experience.
14.	Please confirm that the 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?	The anticipated utilization of selected resource(s) will NOT be full-time 40 hours per week. This is part of your proposal, to estimate how much time over the contract period you estimate would be dedicated to this work.
15.	Is it PCAE’s intent to secure resources to perform the tasks outlined in this SOW on a “Staff Augmentations” / “Time and Materials” basis?	Please clarify or provide an example for this question with specific reference to the SOW.
16.	What is PCAE’s expectations of vendors to satisfy the “Cost” portion of their proposal? Are vendors to provide hourly rates with resumes included in their proposal or does PCAE expect a separate “Cost Proposal”?	Please provide one cost proposal for the vendor for the entire project.
17.	What information does PCAE expect vendors to include in the “Cost” portion of their proposal? Hourly rates or a total fixed price /	A total budget with a cost breakdown.

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	total budget cost breakdown?	
18.	With regard to the “Reference” portion of the “Response Requirements”, is it PCAE’s expectations that proposals include vendor references or references for submitted consultants?	Either. The vendor should submit contact information for people for whom you’ve previously done similar work, whom we could contact to learn about their experience with the vendor.
19.	<p>If this SOW is requesting staff augmentation services, are vendors still required to provide the following:</p> <p>Detailed response to “Business/Project Requirements”</p> <p>a) Description of the vendor’s understanding of the need and</p> <p>Detailed response to “Project Approach”</p> <p>a) Explain how the vendor will approach their participation in the project</p> <ol style="list-style-type: none"> 1) Organization and staffing (including staff qualifications and 2) Work-plan 3) Project management (e.g. quality management, etc.) 4) Documentation of progress such as status reports 5) Budget <p>This information does not seem applicable for response to a staff augmentation position.</p>	<p>The vendor will not be augmenting our staff. The vendor will be working with program staff to produce the deliverable, a detailed plan/site specifications for the Drupal site.</p>
20.	<p>If this SOW is requesting staff augmentation services, Please confirm if it is acceptable for vendors to limit responses to an introduction, company overview, staff qualification chart, candidate resume and references, cost proposal, and required forms.</p> <p>Will vendors be deemed unresponsive if responses are limited to the aforementioned items?</p>	Not requesting staff augmentation.
21.	Will selected vendor resource(s) be required to perform off-hours, on-call support work?	No.
22.	Under “Response Requirements” number 5, to satisfy PCAE’s “Budget” requirement, please confirm that vendors are to include hourly bill rates in their proposal or total project cost?	Please see answer to Question #17.
23.	Please confirm if it will be acceptable for vendor’s to provide the hourly bill rate consistent with the appropriate 902TS service category classification in their proposal?	Please see answer to Question #17.

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24.	Who will be providing day-to-day project direction to selected resource? Is this person a PCAE employee, or a contractor?	2 program staff members (employees) that work on PAINT.
25.	For phase two of this project, does PCAE anticipate using a “COTS” product or is it PCAE’s intent to develop a “Home Grown” Drupal site?	This is part of what the contractor will help us decide as par tof the work.
26.	The required skills state that vendor resource(s) must have a minimum of three years experience with PHP, and the ability to write secure custom code. Will selected vendor resource(s) be required to do any coding for this phase of the project, or will the selected vendor resource(s) only be responsible for developing the project plan for the next phase of this engagement?	The selected vendor resource(s) will only be responsible for developing the project plan for the next phase of this engagement. However they must have this experience in order to help us plan specifics.
27.	Will the vendor awarded a contract for delivering a detailed plan for the interactive, easy-to-use, and easy-to-maintain Drupal site be precluded from participating in the subsequent SOW to provide a Drupal developer via the open bidding process?	No, the vendor for this phase may also apply for the next.