

STATE OF MINNESOTA
Minnesota Office of Enterprise Technology Department
STG Questions for IAM Staff Augmentation
SOW

| No | Questions |
|-----------|---|
| 1. | <p>Please confirm that all staff provided by vendor will work 100% in OET offices at Centennial Bldg, 658 Cedar Street St Paul, MN 55155, throughout the life of the contract.</p> <p>It is expected that the majority of the work will be done on site at OET.</p> |
| 2. | <p>Please confirm OET will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.</p> <p>OET will provide all necessary resources.</p> |
| 3. | <p>What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?</p> <p>Work will primarily be done during the hours of 8 -5 Monday thru Friday. Some off-hour work before or after the 8 to 5 hours may be necessary to meet change control requirements on the production system.</p> |
| 4. | <p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on OET approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?</p> <p>The State will pay for all satisfactory services performed by the vendor on an hourly basis. The State will use the retainage clause to withhold the final 10% pending review by OET's agency head.</p> |
| 5. | <p>Is there any travel expected for vendor resources?</p> <p>No, all work will be done locally.</p> |
| 6. | <p>Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?</p> <p>There is no incumbent vendor.</p> <p>If yes, who is the incumbent vendor?</p> <p>N/A</p> |
| 7. | <p>Please confirm the exact number of resources that OET expects awarded vendor to provide.</p> <p>OET will reserve the right to determine the correct number for the project. It could be more that one.</p> |
| 8. | <p>Does OET have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions?</p> <p>Yes</p> |

STATE OF MINNESOTA
Minnesota Office of Enterprise Technology Department
STG Questions for IAM Staff Augmentation
SOW

| | |
|-----|--|
| | <p>If yes, can you please share the budgeted amount?</p> <p>We do not share that information.</p> |
| 9. | <p>Is it OET's expectation that the vendor resource assigned to this project will have all minimum required skills, or that multiple vendor resources assigned will collectively meet all required minimum skills?</p> <p>Due to the complexity of the project, multiple resources with different skill sets may be required.</p> |
| 10. | <p>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?</p> <p>The project will be full-time, primarily between the hours of 8 to 5. Some off-hour work before or after 8 to 5 may be necessary to meet change control requirements on the production system.</p> <p>If no, please provide anticipated utilization?</p> <p>N/A</p> |
| 11. | <p>With regard to the "Reference" portion of the "Response Requirements", is it OET's expectations that proposals include vendor references or references for submitted consultants?</p> <p>Yes, please include appropriate references, especially for consultants.</p> |
| 12. | <p>Under "Response Requirements", "Detailed response to staff augmentation", number 2, to satisfy OET's "Cost" requirement, please confirm that vendors are to include hourly bill rates in their proposal?</p> <p>Please include your hourly rate for your proposal.</p> |
| 13. | <p>Will selected vendor resource(s) be required to perform off-hours, on-call support work?</p> <p>The selected vendor resource will not be required to perform on—call support. Some off-hour work may be necessary to meet change control requirements on the production system.</p> |
| 14. | <p>If this SOW is requesting staff augmentation services, are vendors still required to provide the following: Project Overview</p> <p>OET would like to know that the vendor understands the nature of the project and what our business need is for a staff augmented resource.</p> <p>Detailed response to Requirements in this Statement of Work a) Description of the vendor's understanding of the need and explanation of their proposed solution.</p> |

STATE OF MINNESOTA
Minnesota Office of Enterprise Technology Department
STG Questions for IAM Staff Augmentation
SOW

| | |
|------------|--|
| | <p>Please explain how the vendor’s proposed resource will be able to assist OET in achieving the goals.</p> <p>Explain how the project will meet the requirements. Detailed response to “Project Approach”</p> <p>a) Explain how the vendor will approach their participation in the project. This includes:</p> <p>1) Organization and staffing (including staff qualifications, resumes, etc.)</p> <p>How does your organization manage its resources while they are on an engagement?</p> <p>Resumes for all proposed consultants/staff must be included.</p> <p>2) Documentation of progress such as status reports</p> <p>OET requires a weekly status update on tasks accomplished, in addition to completing of the OET Professional Technical Service Log (attached to SOW)</p> <p>This information does not seem applicable for response to a staff augmentation position.</p> <p>See above.</p> |
| <p>15.</p> | <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>Please meet the requirements, including the information in question 14 (above).</p> <p>Will vendors be deemed unresponsive if responses are limited to the aforementioned items?</p> <p>It is expected all responses will be included.</p> |
| <p>16.</p> | <p>Please confirm if it will be acceptable for vendor’s to simply provide the hourly bill rate consistent with the appropriate 902TS service category classification in their proposal?</p> <p>Yes, provided all other required responses are included as well.</p> |
| <p>17.</p> | <p>Please clarify the duration of this SOW by confirming that the OET’s expected end date for this project is June 30th, 2012</p> <p>As stated in the SOW, the anticipated production date is February 29, 2012. It is hoped that the preponderance of the work will be accomplished by that date. The June 30 timeframe allows for unknown contingencies that may extend the production date.</p> |