

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: 2

Date of Addendum: June 7, 2012

Due Date, Time: June 8, 2012; 2:00 p.m. CDT

Revised Date, Time: June 13, 2012; 2:00 p.m. CDT

Agency: Dept. of Public Safety

Reference No.: OET Cert. #2862

Title: Business Analysis for the Crash Records System Project

SCOPE OF ADDENDUM

The following are changes to the SOW made in Addendum No. 1:

Revised date for posting questions and answers on the OET website

Revised deadline date for proposal responses

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Questions regarding this SOW should be emailed directly to Kathleen Haney at the e-mail address provided below. Reference “Business Analysis for the Crash Records System Statement of Work” in the subject line. Questions should be received by Kathleen Haney no later than 2:00 p.m. Central Daylight Time (CDT) on June 5, 2012. Questions received after this time may not receive responses. Questions and answers are anticipated to be posted on the Office of Enterprise Technology’s (OET) web site by 4:00 p.m. Central Daylight Time (CDT) on ~~June 6, 2012~~ June 7, 2012 at

http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html .

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Deadline for submitting proposals. All proposals are due no later than **2:00 p.m. Central Daylight Time, in St. Paul, Minnesota, on ~~June 8, 2012~~ June 13, 2012**, as indicated by a time stamp at the location above.

The following are changes to the SOW for Addendum No. 2:

The following are answers to questions received to the SOW:

No	Questions	Response
1.	I understand that there is an overall effort to replace the information system for the crash records; has the replacement already taken place? If not, what is that anticipated timeframe?	The documentation provided under Task 1 of the SOW will be used to drive this decision.
2.	Will the winning vendor be precluded from bidding on any development work that may come out as a result of this contract?	The vendor awarded a contract as a result of successful negotiation of the SOW would be prohibited from future solicitations for professional technical contracts that would be a direct result of their work provided under the contract.
3.	From the look of the deliverables and the response requirements, it appears that you're seeking somewhat of a Project Manager/BA with this role. Is this the case? Do you know if DPS has a candidate/vendor in mind for this project? The prior Crash Records experience is a very niche skill set.	We do not have an individual or firm identified for this assignment. However, experience in project management, business process analysis and crash records are desirable characteristics that we feel will best support this assignment – candidates with some or all of these requirements are encouraged to respond to this SOW.
4.	Is the State willing to extend the due date of the proposal?	The State has extended the due date of the proposal to June 13, 2012.
5.	"Response Requirements" of this MnDPS SOW states that candidate resumes are not to exceed three pages. Can DPS please clarify if the intent of this statement is to limit candidate resumes to three double-sided pages, or three single-sided pages?	Candidate resumes are not to exceed three single sided pages.
6.	"Response Requirements" of this MnDPS SOW states that candidate resumes are not to exceed three pages. Would MnDPS consider relaxing the requirement limiting candidate resumes to three pages? Considering some qualified consultants could have 10+ years experience, it could be extremely difficult to condense multiple years of work and project experience to three pages.	Candidate resumes are not to exceed three single sided pages.
7.	Under "Submitting Responses – Business Proposal and Cost Proposal" / "Cost Proposal:" has language that reads as follows: "For the purposes of completing the cost proposal, the State does not make regular payments based upon the passage of time, it only pays	DPS will pay selector vendor on an hourly basis for work performed under awarded contract, provided vendor supplies DPS with supporting invoices approved by State's Authorized Representative.

	for services performed or work delivered after it is accomplished.” Please confirm that DPS will pay selector vendor on an hourly basis for work performed by vendor resource(s) under awarded contract, provided vendor supplies with invoices, supporting time cards approved by designated State PM?	
8.	Payment to vendor – The RFP states that payment is by completions of tasks, are you willing to accept a payment based on a % of completion since these tasks may be quite lengthy to complete –if so what sections would you consider?	DPS will pay selector vendor on an hourly basis for work performed under awarded contract, provided vendor supplies DPS with supporting invoices approved by State’s Authorized Representative.
9.	Page 6 of the SOW states that “the State does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished”. Are payments made based on the number of hours worked? Based on the completion of deliverables? If payment is based on deliverables, who approves the completion of deliverables? When can the contractor expect payment once deliverables are approved?	DPS will pay selector vendor on an hourly basis for work performed under awarded contract, provided vendor supplies DPS with supporting invoices approved by State’s Authorized Representative. The anticipated payment schedule is monthly.
10.	In the Cost Proposal it indicates we need to state the hourly rate for each individual. Are you also expecting us to price the entire project?	Cost Proposal should contain hourly rate and any additional costs associated with this person.
11.	What is MnDPS’s anticipated start date for this project?	Per the SOW the anticipated start date is July 2, 2012.
12.	What is MnDPS’s anticipated duration of this project in order to perform the duties outlined in this SOW?	DPS anticipates Tasks 1 and 2 would be complete within a three to six month timeframe.
13.	The RFP does not indicate a specific time table- is there one? Please provide the ideal time table.	DPS anticipates Tasks 1 and 2 would be complete within a three to six month timeframe.
14.	What is the initial duration of the project? You have a start date of July 2nd and wording for extensions but no initial duration listed.	DPS anticipates Tasks 1 and 2 would be complete within a three to six month timeframe.
15.	Does the State have a target completion date for this project?	DPS anticipates Tasks 1 and 2 would be complete within a three to six month timeframe.
16.	What is the timeline for Task 1? This will help to align proper resource allotment to the project.	DPS anticipates Tasks 1 and 2 would be complete within a three to six month timeframe.
17.	Please confirm that a MnDPS Project Manager will be responsible for directing the selected vendor’s resource(s) work tasks/assignments?	The work will be directed by the Research, Evaluation and Traffic Records Manager.
18.	Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?	There is not an incumbent.

	If yes, who is the incumbent vendor?	
19.	Please confirm the exact number of resources MnDPS expects vendors to provide in order to perform the duties outlined in this SOW?	DPS anticipates contracting for one business analyst.
20.	Does the State plan to hire only one individual or may we propose several individuals in a team approach? If a team is acceptable, do you require particular categories of personnel? Are there a maximum number of personnel we can propose?	DPS anticipates contracting for one business analyst.
21.	Is MnDPS seeking a "Fixed-Price" total cost proposal for this SOW?	Time and materials
22.	Is it MnDPS's intent to secure resources to perform the tasks outlined in this SOW on a "Staff Augmentations" / "Time and Materials" basis?	Time and materials
23.	Is the contract T&M or Fixed Bid?	Time and materials
24.	<p>If this SOW is requesting staff augmentation services, are vendors still required to provide the following:</p> <p>"Understanding of Project"</p> <ul style="list-style-type: none"> a. Describe your approach to conducting a business process analysis for the Crash Records System project. b. Specify in detail the tasks and deliverables you envision for this engagement. c. Describe the methodology used in generating deliverables (RUP, etc.) <p>"Project Work Plan"</p> <ul style="list-style-type: none"> a. Define tasks and timelines to develop and deliver each of the three tasks and the deliverables described above in Project Tasks and Deliverables. <p>This information does not seem applicable for response to a staff augmentation position.</p>	Respondents are to provide all items in the Response Requirements listed in the SOW.
25.	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	Respondents are to provide all items in the Response Requirements listed in the SOW.

	<p>references, cost proposal, and required forms.</p> <p>Will vendors be deemed unresponsive if responses are limited to the aforementioned items?</p>	
26.	<p>With regard to the "Reference" portion of the "Response Requirements", is it MnDPS's expectations that proposals include vendor references or references for submitted consultants?</p>	<p>References for individual candidates should be submitted.</p>
27.	<p>Please confirm the address of which MnDPS location selected resources will be expected to perform the duties outlined in this SOW?</p>	<p>The Business Analyst will be housed at the DPS Office of Traffic Safety, 445 Minnesota Street, St. Paul, MN.</p>
28.	<p>Is it the intent of DPS to award a contract to one vendor, or does DPS intend to make multiple awards to multiple vendors?</p>	<p>DPS intends to contract with one vendor.</p>
29.	<p>Is there any expected travel needed of the selected vendor resource(s) to perform the duties outlined in this SOW?</p>	<p>Travel to meetings with stakeholders within Minnesota will be required.</p>
30.	<p>Will selected vendor resource(s) be required to perform off-hours, on-call support work?</p>	<p>Off-hours and on-call work is not part of this project.</p>
31.	<p>Will the resource be required to travel to other DPS/State of Minnesota locations for meetings? If so, will DPS cover expenses for travel outside the primary office location for the consultant?</p>	<p>Travel to meetings with stakeholders within Minnesota will be required and reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of the contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations.</p>
32.	<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>If no, please provide anticipated utilization?</p>	<p>DPS anticipates work would be full time through Tasks 1 and 2 with hours possibly tapering off as the project moves to Task 3.</p>
33.	<p>Is the contractor expected to be onsite full time? If so, for what duration?</p>	<p>DPS anticipates work would be full time through Tasks 1 and 2 with hours possibly tapering off as the project moves</p>

		to Task3.
34.	Is the anticipated utilization of this resource 40 hours per week for the duration of the project? If not, please provide anticipated hours per week?	DPS anticipates work would be full time through Tasks 1 and 2 with hours possibly tapering off as the project moves to Task 3.
35.	Are subcontractors permitted for this project?	Master contract vendors may subcontract for resources providing the vendor discloses that they are subcontracting for those resources.
36.	Does MnDPS 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?	The DPS is committed to receiving the best value. Master Contract vendors have already agreed to hourly rates with the State.
37.	What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?	The work schedule will be Monday – Friday 8 hours a day during normal business hours
38.	What is the budget for this position? Has DPS set a maximum hourly rate that you are willing to pay for this position? If so, what is that rate?	The DPS is committed to receiving the best value. Master Contract vendors have already agreed to hourly rates with the State.
39.	Have the funds been encumbered for this project? If so, can you share with us what the budget is? A ballpark estimation is helpful to ensure we can deliver a project within budget and it is also helpful in identifying risks if the budget is estimated lower than perceived.	The DPS is committed to receiving the best value. Master Contract vendors have already agreed to hourly rates with the State
40.	Is there a budget range for this project?	The DPS is committed to receiving the best value. Master Contract vendors have already agreed to hourly rates with the State
41.	Please confirm MnDPS will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.	Yes, DPS will supply the necessary workspace, phone and computer to the awarded vendor
42.	Will the Department of Public Safety (DPS) provide office space, computer, phone for this assignment?	Yes, DPS will supply the necessary workspace, phone and computer to the awarded vendor
43.	Response requirement number six states that vendors should provide examples of similar work performed by the proposed candidate. Due to confidentiality agreements in place between consultants and past clients, most resources may not be able to provide examples of past deliverables, work plans and analysis documentation they have	Respondents are to provide all items in the Response Requirements listed in the SOW. Examples with redacted information will be considered.

	<p>produced.</p> <p>Will DPS/OTS consider removing this requirement, so that candidates are not forced to breach any existing confidentiality agreement?</p>	
44.	<p>Is OTS seeking to replace the current Crash Records System with a COTS solution or a transfer system from another State, or is OTS planning to custom develop a new Crash Records System?</p>	<p>The documentation provided under Task 1 of the SOW will be used to drive this decision.</p>
45.	<p>Page 4 under Task 1 – Develop Business Requirements Documentation the second bullet states “Interviews with key stakeholders and Subject Matter Experts as identified by the Crash Records System project Working Committee.” Approximately how many interviews will be required by this task?</p>	<p>For purposes of assessing the interview level of effort it is anticipated that 15 formal interviews should be sufficient to gather the requirements. Individual follow up and detail gathering resulting from the interviews should be expected.</p>
46.	<p>Page 4 under Task 1 – Develop Business Requirements Documentation under the Deliverables includes a deliverable of “Completed questionnaire(s)”. Will the selected candidate need to create the questionnaires or are they already created and will just need to be sent and processed?</p>	<p>The questionnaire will need to be created by the BA in consultation with the co- project leads.</p>
47.	<p>Page 4 under Task 2 – Presentation of Business Requirements states “The business analyst will develop and deliver presentations of the business requirements to key groups...” What is the projected number of presentation that may be required?</p>	<p>Five to seven presentations are currently anticipated.</p>
48.	<p>Page 5 under Response Requirements 5. Project Work Plan states “Define tasks and timelines to develop and deliver each of the three tasks and deliverables described above in Project Tasks and Deliverables.” What is the level of detail you desire in the Project Work Plan?</p>	<p>The Project Work Plan should be detailed enough to assess overall understanding of the project and the steps needed to complete deliverables.</p>
49.	<p>Page 8 under Best and Final Offer, starting with the second sentence states “It is anticipated that initial scoring and selection of candidates to interview will be completed by June 15, 2012 with a start date of July 2, 2012. The State reserves the right to extend the contract for one additional one-year period, and an additional 9 months; not to exceed the Master Contract expiration date of June 30, 2014.” Is the contract</p>	<p>The maximum end date for all work under this SOW is June 30, 2014.</p>

	for one year (ending July 1, 2013), plus a potential second year (ending June 30, 2014)? That would seem to put the contract to the end date so that an additional 9 months would not be possible.	
50.	Are JAD sessions planned for the stakeholders or will interviews be the only source of the requirements?	The current plan is interviews with stakeholders but the Project Work Plan could include other possibilities.
51.	Are there any requirements for background screening (either criminal or drug)?	Background screening is required.
52.	I did not find any dates that specify State or Federal legislative mandates that require a specific timeline for completing any phase of the project. Are there any dates that drive when any portion of this project must be completed by to meet any mandates?	There are no legislatively mandated dates for completion.
53.	Is documentation on the legacy system, data sources, and current processes available? If so, please provide that information.	This information will be provided to the selected candidate.
54.	How many data sources are integrated with the current legacy system?	Public Entry - None Law Enforcement Entry - Two Motor Vehicle Mainframe Database Driver License SQL Database
55.	How many business processes are there that utilize the crash system?	Three Filing of reports, (Web Service and Direct Entry to Web Page) Locate and Review Reporting
56.	Please provide a description of the DPS team that will work on this project.	The vendor would work with the co project leads and an IT team that is yet to be determined.
57.	Has the DPS Working Committee identified the Key Stakeholders and Subject Matter Experts? If so, please provide a list or provide a total number of Key Stakeholders and SME's.	Key stakeholders include staff from the DPS Office of Traffic Safety; DOT Office of Traffic, Safety and Technology; Department of Health; Law Enforcement agencies (local, state, national); it is anticipated that the number of key stakeholders and SMEs will not exceed 30 people.
58.	Does DPS have a preferred methodology for this engagement (RUP, etc.)?	DPS does not have a preferred methodology but response should include proposed methodology.

59.	Has DPS created a list of milestones and timelines for this project? If so, please provide those.	Milestones and timeliness are still in the developmental stage.
60.	Does the State have a preference for the Questionnaire(s) being completed prior to the interviews with key stakeholders and Subject Matter Experts?	The State does not have a preference.
61.	The SOW refers to tasks that include the RUP phase of Inception and what appears to be part of the Elaboration phase. I see plenty of references to Requirements documentation but no references to the design portion. Will the Business Analyst for this effort also create design specifications or will the BA only help to support the team in the development of specifications in a support role?	The Business Analyst will help to support the team in the development of specifications in a support role and will assist in the preparation of the design specifications to implement the requirements documented through their investigations.
62.	Has a Risk Assessment already occurred for the project or will the BA need to help support the PM in the development of a Risk and Risk Mitigation Plan?	Risk assessment is not a part of this SOW.
63.	Will the BA be responsible for the development of Test Plans for this effort or is there a separate QA component that will work with the BA in the creation of the Test Plan?	The BA will not have this responsibility.
64.	Legacy system (Crash Records System): A. What is the current system built on? B. Will the data need to be transferred to the new system? If so approx. how many years of data will be converted? What is the approx.. size of this database? How many different fields are there? C. How many users have access to this system?	Currently system is a ASP/SQL Server application Input from the stakeholders, SMEs, working group and steering committee will determine what data, if any, gets transferred to the new system.
65.	New system: A. The RFP indicates the project must identify existing products/tools used by other states – is there a list of contacts to work with? Does this also include OET? B. Is there a preferred platform that OET/OTS would like to see this developed in? C. Is there a OET stakeholder/SME identified as part of this project? This is asked as the RFP indicates there is a task to review policies & standards for architecture and accessibility and documents for replacement of a legacy system to address.	The contact information will be provided to the selected vendor.
66.	The RPF has listed several stakeholders from a variety of disciplines. Will the Traffic Records Coordinating Committee act as the Project Manager that the Business Analyst will take direction from? If not, who	The work will be directed by the Research, Evaluation and Traffic Records Manager.

	will the BA report to? A. How many stakeholders/SME are there?	
67.	The DPS Workforce Planning is tasked for what purpose? What will this project need to report back to this group?	The selected candidate will not report on this.
68.	Liaison to Technical Team A. How often does this group meet? B. Does the technical team play a key role in how the requirements are developed? If so, can you provide a sample document of what they would be expecting?	The technical team has yet to be defined.
69.	Do you feel the existing business processes documentation is complete (i.e. have all parties that use the existing system provided details on how they use it)? If not, this may need to be addressed as a risk in the proposal as developing questionnaire for requirements may miss key elements.	Existing business processes are not fully documented.
70.	Did a vendor assist in the preparation of the Statement of Work? If so, please identify.	No
71.	Is there an incumbent vendor for this project?	No
72.	Do you require the vendor to be onsite at all times? Will a laptop (including wireless access) with MS Office and Visio be provided by the State?	Yes, DPS will supply the necessary workspace, phone and computer to the awarded vendor. DPS anticipates work would be full time through Tasks 1 and 2 with hours possibly tapering off as the project moves to Task 3.
73.	I counted 12 different types of agencies that will have input. Each one of these agency types may have multiple offices or precincts to be involved. The project working committee will determine who the key stakeholders and SME's are for interviews. Is there a limitation to how many interviews that will take place? (Expectation of interview process)	For purposes of assessing the interview level of effort it is anticipated that 15 formal interviews should be sufficient to gather the requirements. Individual follow up and detail gathering resulting from the interviews should be expected.
74.	Approximately how many people from each stakeholder group would participate in the project?	The project goal is to keep the number of key stakeholders at no more than 30 participants.
75.	Will we be provided with background information on how the above SMEs and key stakeholders access information from the legacy system prior to the interviews?	Background information will be provided
76.	Has the project working committee developed the questionnaire to provide the agencies to help facilitate the business requirements discussions? If not, Is this something that is expected of the vendor to develop independently or will the questionnaire be developed in	The questionnaire will need to be created by the BA in consultation with the co- project leads.

	collaboration with the committee?	
77.	Currently 100,000 crash reports are filed on an annual basis – how are these initial crash reports entered into the legacy system? Is it funneled to one agency/department or are multiple agencies responsible for entering information? This is to understand how many variations could be involved in the input of information into the legacy system.	The majority of crash reports are submitted via a web application, one law enforcement agency uses an interface, and a few come in on paper and are then entered at DPS.
78.	How many presentations for the business requirements are expected? Is there a generally accepted time allotment to present findings? (2 hour vs. 4 hour vs. all day presentation?) What kind of additional information/tasks should be expected after the initial presentation until the business requirements are accepted and the project moves to an implementation phase.	Five to seven presentations (2 hour) are currently anticipated. DPS is committed to ensuring that this process is done well and thoroughly.
79.	What is the anticipated commitment required to be the business liaison to the IT project team? Determination to help align proper resource allotment dedicated to the task. Will the resources be required to work at the project site full time?	The level of effort to interact with the IT project team is unknown at this point in time. It is anticipated that the level of effort for the business analyst associated with a COTS deployment would be less than that needed for a custom build out of the replacement system. The position will be extended as long as support is needed or until the maximum end date of the project is attained, whichever comes first.
80.	Have the funds been encumbered for this project? If so, what is the dollar amount?	The DPS is committed to receiving the best value. Master Contract vendors have already agreed to hourly rates with the State.
81.	Did a vendor assist in the preparation of the Statement of Work? If so, please identify.	No
82.	Is there an incumbent vendor for this project?	No
83.	Is this a fixed bid project?	Time and materials
84.	What percent of time will the stakeholders, project team member, SME's, and developers be available to this project.	This will vary by position however the project leads will be available as frequently as needed.
85.	What condition is the legacy documentation in? Is the documentation in a central location? Does the documentation reside in hard &/or soft copy?	Current documentation is partially hard copy and partially soft copy and located at the DPS Town Square location.
86.	What supporting documentation has been gathered so far?	Some high level needs have been gathered, notes from meetings, some analysis of the current system.
87.	Are there existing or new State and Federal regulations that are not being met by the legacy system.	The current system meets regulations but is far from best practices.

88.	Is the legacy system closed to enhancements except those that are necessary to support the system in its current state?	Yes
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This addendum shall become part of the SOW and may be returned with, or acknowledged in, the response to the SOW.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: