

June 14, 2012

Questions and Response to DLI System Upgrades and Interfaces

1. You have identified four different skill sets/needs for staff, are we required to respond to all 4 roles or can we submit candidates for just some of the roles?

**A vendor must submit a resource or resources that meet all of the required skill categories.**

2. Is there an incumbent vendor?

**No.**

3. Will there be remote options for selected resources, or will they be required to work 100% on-site?

**There will be limited remote options available. The MN.IT Services @ DLI project manager will work with the vendor to determine if/when remote options exist.**

4. What is MnDLI's anticipated duration of this project in order to perform the duties outlined in this SOW?

**The anticipated length of the contract is through 6/30/13. However, due to the nature of the Project Deliverables the contract length may be impacted.**

5. Please confirm that a MnDLI Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?

**A MN.IT Services @ DLI Project Manager will be responsible for directing the selected vendor work tasks/assignments.**

6. The SOW Evaluation Criteria states that experience with coding in the State's existing applications counts for 30% of the evaluation scoring. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?

**DLI has engaged several vendors over the years that have performed work in the existing environment.**

If yes, who is the incumbent vendor?

**There are currently no technical vendors with whom DLI is engaged.**

7. Please confirm the total number of contractor resources that MnDLI wishes to engage to perform the duties outlined in this SOW.

**The vendor may propose one to many resources to fulfill the requirements outlined in the proposal but only one vendor will be selected.**

8. Is it MnDLI's intent to secure resources to perform the tasks outlined in this SOW on a "Staff Augmentations" / "Time and Materials" basis?

**All work will be performed on a Time and Materials basis with a "not to exceed" amount set in the contract.**

9. With regard to the "Reference" portion of the "Response Requirements", is it MnDLI's expectations that proposals include vendor references or references for submitted consultants?

**DLI would expect that the references provided are to the specific resource.**

10. Is it the intent of MnDLI to award all positions listed in this RFP to one vendor, or does MnDLI intend to make multiple awards to multiple vendors?

**DLI will engage one vendor to perform the responsibilities outlined in the SOW.**

11. Does MnDLI 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 budget allows for the resource(s) to work 40 hours per week within the anticipated contract duration, dependent upon priority assigned by the MN.IT Services @ DLI project manager. The budget allows for an hourly rate not to exceed the maximum hourly rates as outline in the 902TS categories requested for this engagement.**

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

**The selected vendor will be paid on an hourly basis for services provided under this contract, based on DLI approved contractor time reporting.**

13. Please confirm that selected resource will be working 100% on-site in the MnDLI office located at 443 Lafayette Road N., St. Paul, MN 55155 throughout the life of the contract.

**All work will be performed on-site at 443 Lafayette Rd, N., St. Paul, MN 55155. There may be limited remote options available to perform the duties at an alternate site. The MN.IT Services @ DLI project manager will work with the vendor to determine if/when remote options exist.**

14. Please confirm that MnDLI anticipates needing the following quantities and qualifications of resources:

- a) 1 – PowerBuilder programmer with 10+ years of experience
- b) 1 – C programmer with 6+ years of experience

- c) 1 – Informix DBA with 6+ years experience
- d) 1 – Project Manager with 6+ years of experience

**The vendor may submit a single resource or multiple resources that meet one or all of the required qualifications**

15. Will MnDLI consider utilizing one contractor resource to meet the needs of the PowerBuilder and C programming requirements if contractor resource has 10+ years of PowerBuilder programming experience and 6+ years of C programming experience?

**Yes**

16. Will MnDLI need all selected resources for entire duration of the project?

If not, for what time periods will MnDLI need each of the resources?

**The use of resources will be determined based upon the project plan that will be developed with the selected vendor as outlined in the Project Milestones and Schedule portion of the SOW.**

17. For all positions listed/requested in the RFP, can MnDLI please confirm if anticipated utilization of all selected resources will be 40 hours per week, for the life of the contract (excluding State holidays)?

If no, will MnDLI share the anticipated weekly utilization for each position

**The use of resources will be determined based upon the project plan that will be developed with the selected vendor.**

18. Please confirm MnDLI will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

**DLI will provide selected resource(s) with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.**

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

**The expected work hours are to be completed during DLI core business hours which are 7:00 a.m. – 5:00 p.m. CDT, excluding holidays.**

20. Will selected vendor resource(s) be required to perform off-hours, on-call support work?

**Off hours work will only be required upon the deployment of several of the outlined deliverables but the assigned project manager will work with the vendor in advance to determine staffing requirements.**

21. Is there any expected travel needed of the selected vendor resource(s) to perform the duties outlined in this SOW?

**No.**

22. Is it the intent of MnDLI to enter a contract with a signal vendor to provide a team which collectively meets the requirements listed to perform the duties outlined in the SOW?

**Yes.**

23. Did MnDLI select a vendor and award a contract for your "CCLD License Restructure Project" in 2010?

**Yes.**

24. If MnDLI awarded a contract for your "CCLD License Restructure Project", will that vendor be allowed to respond to this SOW?

**All vendors currently in good standing under the 902TS contract who can provide the resource(s) to meet the required service categories can respond to this SOW.**

25. Is it DLI preference that all assigned resources meet the desired skill requirements listed in the SOW?

If not, for which positions do the desired skills apply?

**Yes.**

26. Under Response Requirements there is a bullet for "References: Provide three clients using the solution". Is this something that needs to be included in a response to the SOW?

**The response should include references that meet the required resource qualifications.**

27. The project deliverable for the new DLI Contractor Registration process for the CCLD Licensing system has an effective date of July 1, 2012. When is the anticipated start date for the project? How will the effective date be reconciled with the start of the project?

**The MN.IT Services @ DLI Project Manager will work with the selected vendor to determine an agreeable implementation date on or as close to the statutory requirement of 7/1/12.**

28. Under the "Responsibilities Expected of the Selected Vendor" there is a bullet for the "Migration of data to the new functionality data structure". Is this associated with any or all of the identified project deliverables?

**This relates specifically to Project Deliverable 2.**