

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: 1

Date of Addendum: July 6, 2012

Due Date, Time: July 12, 2012, 2:00p.m. CDT

Revised Date, Time: July 12, 2012, 2:00p.m. CDT

Agency: Public Safety, Bureau of Criminal Apprehension

Reference No.: T#: 902TS

Title: Order for Protection (OFP) Project

SCOPE OF ADDENDUM

The followings are changes to the SOW:

Below are the questions and answers for the BCA June 28, 2012 posting on the MN.IT Website for Staff Augmentation Services for the project titled: Order for Protection (OFP) Project.

- For each resource requested in the RFP, is the position new, or is it an existing one for which there is already an incumbent in place?
 - There is only one position listed in this SOW. There is not an incumbent.
- Is there a limit to the number of candidates that each vendor can submit for each open position?
 - Each vendor may submit up to 3 candidates for each open position
- At the bottom of page 2 point “4” requires “A minimum of two (2) engagements that the .NET Programmer – Senior roles exceeding \$150,000.00.” Is the referenced \$150,000.00 the minimum project size?
 - Yes. The project should have been over \$150,000.00 in scope.
- Under point “2” on page 6 it states to “Submit three copies of each **resume** on paper.” How many resumes may a vendor send for his position?
 - Each vendor may submit up to 3 candidates for each open position
- Also under point “2” on the same page the last sentence states “Email is the preferred method of submission for the electronic copy of the resume...”. If I understand this correctly, then Vendors can send a single e-mail to you with attachments of each of the resumes we are submitting in lieu of USB or CD, but we should still submit paper copies of the resumes along with the rest of the proposal documents via mail?
 - That is correct. Each candidate should have three (3) paper copies of their resume submitted and one electronic version of the same document submitted by the submission deadline.
- On page 2 under the second bullet for Responsibilities Expected of the Submitting Vendors. The last sentence states “Vendor may submit the candidate to other projects if

their skill set meets that project requirements.” Please verify that Vendors may submit the same candidates submitted for this SOW to any of the other BCA SOWs currently available under the 902TS program?

- Yes, if you have a candidate who meets the skills required of more than one of the postings, BCA can only consider them for the other posting if they are submitted for the posting.
- How many resources does MnDPS anticipate needing to perform the duties outlined in this SOW?
 - BCA has posted this SOW for one (1) Web Applications Specialist - .NET/ASP
- Does MnDPS have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions?
 - BCA, like other State Agencies, has a limited budget and searches for the best value in making selections for projects.
- Will the selected resource be working 100% on-site in the MnDPS office located at 1430 Maryland Ave East, St. Paul, MN 55106, throughout the life of the contract?
 - As stated on page 4 of the SOW, ‘due to security reasons contractor’s resources must perform duties at the BCA headquarters in St. Paul, Minnesota.’ The above is the address of the BCA headquarters the resource would be working at during the contract.
- What is the anticipated utilization of the selected resources? Will they be working 40 hours per week for the life of the contract (excluding State holidays)?
 - The BCA anticipates utilizing vendor resources 40 hours per week excluding State holidays.
- 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 the SOW.
 - BCA will have the necessary workspace and equipment for the resource to perform the duties of the position.
- What is the anticipated daily work schedule for all the selected vendor resources? 8AM – 5PM, Monday thru Friday?
 - The supervisor on site will coordinate the work schedule with the vendor resource. The hours must be scheduled during normal business hours of 7am – 5pm Monday – Friday. The project team hours will determine the hours needed to best serve the project needs.
- Will any of the selected vendor resources be required to perform off-hours, on-call support work?
 - No off-hours or on-call support is needed by these resources.
- Is there any expected travel needed of the selected vendor resources to perform the duties outlined in this SOW?
 - No travel is required.

- Will the MnDPS Project Manager be responsible for directing the selected vendor's resource work tasks/assignments?
 - BCA will direct the work task and assignments of the selected resource.

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: