

**IT Professional Technical Services
Master Contract Program
T#:902TS**

**Statement of Work (SOW)
For Technology Services
Issued By**

**Minnesota Department of Iron Range Resources and
Rehabilitation Board**

Project Title: SharePoint Web Developer

**Service Category(ies): Web Design & Development - HTML/ XML/
DHTML CSS Javascript and Web Applications Specialist - .NET/ASP**

ADDENDUM 1

September 18, 2012

For the purpose of this addendum deleted items will be struck out, added items will be bolded and underlined.

The Response Requirements Section of the Statement of Work is revised as follows:

Response Requirements

The evaluation and selection shall be based on the information submitted in the Proposal. The State will not look for information or clarification outside of the information provided in the Proposal.

Responses to this Statement of Work (SOW) must be in Microsoft Word or Adobe PDF format and must include the following:

Vendors may submit two (2) responses to this Statement of Work (SOW).

- Introduction
 - Include mailing address, facility address, facsimile number, telephone number and web site address (if applicable)
 - Name, title, address, telephone number and e-mail address of person designated by responder to answer questions regarding the Proposal

- Company overview
- Project Overview
- Detailed response to Project Approach
 - a) Explanation of how the vendor will approach their participation in the project.
 - i) Description of the vendor’s understanding of the need and explanation of the proposed solution
 - ii) Organization and staffing
 - iii) Proposed work plan and timeline
 - iv) Project management
 - v) Documentation of progress (status reports, etc.)
- Detailed response to staff augmentation
 - 1) Resume
 - 2) Cost
 - a. Include hourly rates for all proposed skill sets
- References: Provide three clients using the solution
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - i) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - ii) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - iii) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - iv) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Questions and Answers – 9/21/12

- Q. “On title page of solicitation document, it is mentioned that “Service Category(ies): Web Design & Development - HTML/ XML/ DHTML CSS Javascript and Web Applications Specialist - .NET/ASP”
Can we bid on this solicitation if we have only 1 category from the above mentioned service categories. Please Confirm.”
- A. No, the vendor(s) must be listed under both service categories.**
- Q. “How many candidates we can propose for this project?”
- A. Vendors may submit two (2) responses to this SOW (Statement of Work).**
- Q. Business Need Section, page 1.
1. “There is a substantial emphasis on Data needs, data for analysis and on-line reporting. Are these data structures already been defined and the reports

existing today? The use of SharePoint is then the delivery and security mechanism to manage these reports.”

A. Yes, the fields that will be needed have already been defined within existing reports. However, these reports are currently done manually within an excel spreadsheet format. The purpose of SharePoint is to provide capabilities in eliminating this manual step by delivering a platform to query live data activities.

2. “What is the security mechanism defined today for groups of users? Is an LDAP used today for the intended users.”

A. Currently all security controls in use on our Sharepoint Site Collection are maintained through Active Directory Security Groups. LDAP is not in use.

Q. Project Deliverables, page 2.

1. “For the knowledge transfer to select IRRRB in item 6, has the individual been assigned internally and will they be part of this engagement to ensure continual operations of the site.”

A. Yes, the individuals are available and will be a part of this engagement.

2. “For Item 8 – establish data management processes and 9 to convert content from existing databases represents a complex topic that will take resources from the IRRRB and the State’s master data management area. A principle in SharePoint is to allow (or control) access to queries to databases rather than conversion. The data should remain as close to the source systems as possible.”

A. Not a question; no response required.

3. “For Data Migration Requirement, this is accomplished by a data person who could be a database admin or a SharePoint Admin and not a SharePoint Developer. What is your expectation for one role to do both data migrations and taxonomy and structure of the site?”

A. The expectation is the selected vendor will provide all services mentioned above, data migration, evaluating existing data and determining data taxonomy best practices moving forward as well as site structure and workflow development.

Q. What are the tools or platforms used for Data Management?

1. “What percent are Excel spreadsheets?”

A. 45% Excel spreadsheets

2. “What percent are Relational Databases?”

A. 45% Relational Databases

3. "What are the Relational Databases?"

A. Various versions of Access and Word Documents from 2000-2010

4. "What percent are from other file types: like rich text, structured HTML as examples for loans, grants and business leads."

A. 10% .csv or .pst formats

Q. Who will be the end users of the SharePoint Online system?

1. "What are their job roles – loan officers? Accountants?"

A. End users needing ability to run reports include grant administrators, loan officers, accounting officers, communications and information teams, the Commissioner's office, IT, Development Staff...

2. "How many different roles – Doers? Approvers?"

A. Five primary staff roles will support this system: administrative, program management, financial accounting, reporting and cleaning in addition to occasional users. Approval levels to be determined dependent upon design flow.

3. "What are the security roles for each group?"

A. To be determined during the design of the product.

Q. Technical questions:

1. "Are InfoPath forms or ASP.Net forms to be used?"

A. Infopath is the preferred for method

2. "Is there a style guide to follow with the IRRRB branded determined already?"

A. Basically, yes. Branding of the site hasn't been of great importance to us so it is pretty wide open at this time as the primary use will be to internally manage data and workflows for internal staff.

3. "What type of dashboards and type of reports are expected?"

A. Basic summaries of information surrounding internal key performance indicators that have already been identified.

4. "Does an inventory exist?"

A. Yes, although it is minimal. Only grant/loan information going back to fiscal year 2011 to current will be required to be transferred into the new SharePoint system.

Q. "Where will the developer work? You mentioned Eveleth. Will the work take place there? Or will some take place in St Paul and some in Eveleth? If so how much time will be spent in Eveleth and how much in St Paul?"

A. The IRRRB expects that the successful bidder will spend some time at the Eveleth office working with staff to begin the project. Once the initial project work has started, it is also expected that the vendor will work independently with visits as necessary to the Eveleth office. It is unknown at this time if any work will need to be done in St. Paul at the MN.IT offices.

Q. "Will this project be paid by the hourly rate or are you looking for a fixed bid amount?"

A. It is anticipated that the project be bid based on the hourly rate for services with a list of services and their corresponding rates, but with a final total bid amount. Payment will be made based on work delivered, not the passage of time.

Q. "Will the interviews be conducted by phone or in person? If in person, what is the address where interviews will be conducted?"

A. Interviews are not expected.

Q. "What do you anticipate is the duration of the project?"

A. As stated in the SOW page 2; the project end date is anticipated to be on January 30, 2013.

Q. "Based on our understanding of the scope and the effort that will be required, that the project will require more than the \$50,000 that is budgeted. Is there any additional funding available? Or will the IRRRB modify its scope in order to meet that budget should it be necessary?"

A. As stated in the SOW page 2, the total contract amount will not exceed \$50,000.00.

Questions and Answers – 9/26/12

#	Questions
1.	<p data-bbox="326 1650 1393 1717">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 data-bbox="326 1814 662 1843">No, this is a new initiative.</p>

	<p>If yes, who is the incumbent vendor?</p> <p>N/A</p>
2.	<p>Is there any travel expected for selected vendor resources?</p> <p>Yes, but very minimal and limited. An initial “kick off” on-site in Eveleth to review initial project plans will be necessary. Following that, vendor should have the ability to perform their work remotely, with communication done electronically/by phone to IRRRB when necessary.</p>
3.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on IRRRB approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?</p> <p>Payments will be paid on an hourly basis based on completed/signed-off deliverables.</p>
4.	<p>What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?</p> <p>Vendor can determine their own work schedule. Any meetings and discussions with IRRRB staff would need to occur during normal business hours (8:00-430 CST).</p>
5.	<p>Please confirm IRRB 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>No hardware/software and laptop/desktop computers will be provided by the IRRRB. It is assumed the selected vendor would have these hardware/software resources at their disposal in order to be able to do this type of work already.</p> <p>Work space shouldn't be an issue since little work should need to be performed on-site.</p>

<p>6.</p>	<p>Please confirm the IRRRB address and location which the selected resource will be working out of?</p> <p>The selected vendor can work from any location that they would prefer as the supporting infrastructure is cloud based. Physical work shouldn't be a consideration during development.</p> <p>Please confirm that selected vendor resource will work 100% at this location?</p> <p>No, this is not the case as explained.</p>
<p>7.</p>	<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>The vendor has the freedom to make these decisions. However, this will be based on meeting the SharePoint solution deployment goals as determined at the initial kickoff meeting with the IRRRB.</p>
<p>8.</p>	<p>With regard to the "Reference" portion of the "Response Requirements", is it IRRRB's expectations that proposals include vendor references or references for submitted consultants?</p> <p>Vendor references are adequate. However, if consultant references are available, please include.</p>
<p>9.</p>	<p>Will selected vendor resource(s) be required to perform off-hours, on-call support work?</p> <p>No, this would be highly unlikely as business hours are 8:00-4:30 Monday-through Friday for IRRRB staff affected by this implementation.</p>
<p>10.</p>	<p>Who will be providing day-to-day project direction to selected resource?</p> <p>The IRRRB SharePoint Implementation Team with communication to the vendor</p>

	<p>being filtered by an in-house PM.</p> <p>Is this person an IRRRB PM, or a contractor?</p> <p>IRRRB PM</p>
11.	<p>Will selected vendor resources have the ability to work off-site / remotely to perform the duties outlined in this SOW?</p> <p>Yes</p>
12.	<p>Is it IRRRB's intent to secure resources to perform the tasks outlined in this SOW on a "Staff Augmentations" / "Time and Materials" basis?</p> <p>No, not on a Staff Augmentation basis.</p>
13.	<p>If this is T&M, please confirm that it's IRRRB's expectations that vendors provide the following in their proposal:</p> <ul style="list-style-type: none"> - Proposed work plan and timeline - Project management - Documentation of progress (status reports, etc.) <p>Yes</p> <p>This information does not seem applicable for response to a staff augmentation / T&M position.</p>
14.	<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>This SOW is NOT requesting staff augmentation services.</p> <p>Will vendors be deemed unresponsive if responses are limited to the aforementioned items?</p> <p>Yes, vendors will be deemed unresponsive.</p>