

**STATE OF MINNESOTA**  
**Minnesota Department of Human Services**  
**Questions from vendors for clarification on the “Sustain Software AG**  
**software products used by the PRISM application” SOW**

<b>No</b>	<b>Questions</b>
1.	<p>The “<b>Responsibilities Expected of the Selected Vendor</b>” portion on this SOW states the following -            “The selected vendor will provide status reports as requested by project management, to report on accomplishments from the previous reporting period and preview work scheduled for the coming reporting period.”</p> <p>Considering this is a staff Augmentation SOW, please confirm that it will be the responsibility of the selected resource to provide “Status Reports”, not the vendor?</p> <p><b>Correct, the selected resource will provide the status report. We anticipate the vendor may likely provide the report on behalf of the selected resource.</b></p>
2.	<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>If yes, who is the incumbent vendor?</p> <p><b>No incumbent vendor.</b></p>
3.	<p>Is there any travel expected for selected vendor resources?</p> <p><b>Travel is not expected.</b></p>
4.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDHS approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?</p> <p><b>Hourly basis for services provided under this contract in fulfillment of the listed deliverables.</b></p>
5.	<p>What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?</p> <p><b>Work schedule is to be determined.</b></p>
6.	<p>Please confirm MnDHS 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><b>The selected resource is not required to be on-site and may work off-site at times. Selected resource may use their own laptop/desktop computer or we can provide the necessary hardware/software.</b></p>
7.	<p>Please confirm the MnDHS worksite location the selected resource will be working at? Please also confirm that the selected resource will be working 100% at this location.</p> <p><b>The onsite worksite location is 444 Lafayette Rd. St. Paul, MN. Selected resource is not required to be 100% at this location.</b></p>
8.	<p>Does MnDHS 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?</p> <p><b>We do not. We anticipated approximately 800 hours of work to perform these deliverables.</b></p>

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9.	<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><b>The selected resource will not be full-time 40 hours per week for the duration of the contract. We anticipated approximately 800 hours of work to perform these deliverables spread out over the 2013 calendar year.</b></p>
10.	<p>Will selected vendor resource(s) be required to perform off-hours, on-call support work?</p> <p><b>This is not a requirement.</b></p>
11.	<p>Will this be a full-time (40 hours a week) role over the year allocated for the project? Or will it be 800 hours over the course of a year, so most likely part-time?</p> <p><b>This is not intended to be a full-time position. The 800 hours will be spread out over the course of the 2013 calendar year.</b></p>
12.	<p>Is there an incumbent vendor?</p> <p><b>No.</b></p>