

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

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

Minnesota Department of Labor and Industry

Engagement Title: PowerBuilder Design and Development
Staff Augmentation

Service Category: Desktop – Application (Design and Development)

Focus

The Minnesota Department of Labor and Industry (DLI) is seeking Professional/Technical Services to augment staff for the ongoing maintenance, design and development of their enterprise PowerBuilder desktop(s) based upon priorities set by the Department's Executive Technology Committee.

Business Need

Provide temporary staff augmentation to assist in maintenance/modifications/enhancement required for the enterprise PowerBuilder desktops. The engagement requires a resource knowledgeable in PowerBuilder 11.5 and able to convert to PowerBuilder 12.5 when that product level is deployed at DLI which is scheduled to occur during the proposed duration of this SOW. In addition, this individual must be able to provide the skills required to analyze and scope potential work efforts.

The engagement requires working as a member of the [MN.IT Services @DLI](#) staff as well as with members of the DLI business community.

All work must be consistent with [MN.IT Services @DLI](#) enterprise requirements.

Engagement Deliverables

In general terms the individual(s) filling this role will need to provide the following services:

- Analyze, design and develop applications and modifications according to the priorities approved via the DLI Governance process
- Create documentation for any work completed that will allow for on-going support and troubleshooting.

Environment (State Resources)

The following list contains the [MN.IT Services @DLI](#) resources available during this engagement and their roles:

- 1 – Application Services Supervisor
- 2 – PowerBuilder Developers
- 2 – C Developers
- 3 – Database Administrators/QA
- 2 – Web Developers

The following is the current technical environment used to support the Agency desktop(s)

- DLI Enterprise – Intel platform, Informix 11.50 FC-3, Sun Studio 12, Solaris v10 5/08 operating system, PowerBuilder 11.5, C programming language, SQL, Korn Shell scripting.
- DLI software – Microsoft Office Suite 2010 for Word and Access. Windows XP migrating to Windows 7.

Agency Project Requirements

The successful responder will:

- Primarily work on site at the DLI office located at 443 Lafayette Rd, St. Paul, MN 55155.
- Participate in [MN.IT Services @DLI](#) and DLI projects and initiatives as assigned.
- Provide documentation of modifications/enhancements to allow for future support and troubleshooting by [MN.IT Services @DLI](#) technical staff.
- Be required to follow MN.IT@DLI project management guidelines, deployment procedures, security and support procedures.

Responsibilities Expected of the Selected Vendor

- Project Management and time management skills.
- Design and creation of requirements/detail design/project scope documents to meet key business requirements
- Develop, test and implement PowerBuilder applications.
- Create documentation to allow for the future support and troubleshooting.
- Provide qualified staff with listed skills.

Required Skills (These are to be scored as pass/fail requirements)

Required minimum qualifications:

- a) Master Contract resource category: Desktop – Application (Design and Development);
- b) Experience: 3-5 years' experience in PowerBuilder 11.5 or higher; and
- c) Strong communication skills.

Desired Skills

- a) Five (5) plus years of PowerBuilder design and development experience;
- b) Five (5) years of Business Analysis experience; and
- c) Three (3) years of project management experience.

Process Schedule

- Post 4/17/2013
- Questions 4/24/2013, 1:00 P.M. CST
- Deadline for Applicants 5/1/2013, 2:00 P.M. CST
- Interviews 5/3/2013 – 5/6/2013
- Proposed start date 5/13/2013

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by 4/24/2013, 1:00 P.M. CST to:

Name: Betty Baron

Department: MN.IT Services @DLI

Email Address: betty.baron@state.mn.us

Questions and answers will be posted on the MN.IT Services website by approximately 4/26/2013 8:00 A.M. CST. (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html)

SOW Evaluation Process

The responses will be evaluated as follows.

- Company (10%)
- Experience in required language and tools (40%)
- References (10%)
- Desired skills (10%)
- Cost (30%)

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in the best interest. The Agency reserves the right to reject any and all proposals.

Response Requirements

- Company overview
- Explanation of how the vendor will approach their participation in the staff augmentation. This includes:
 - 1) Organization and staffing (including staff qualifications, resumes, etc.)
 - 2) Contract/change management procedures
 - 3) Documentation of progress such as status reports
- Detailed response to staff augmentation
 - 1) Resume of proposed staff augmentation contractors.
 - 2) Hours of availability of proposed applicants (i.e. 20 hrs. per week, 40 hrs. per week)
 - 2) Cost
- References: Provide three clients using the proposed applicant for staff augmentation
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Response Information
 - Address the response to Betty Baron
 - Respond via email to betty.baron@state.mn.us
 - Required signature documents can be faxed to 651-284-5724.
 - Label the response Attention: Betty Baron – DLI PowerBuilder Staff Augmentation

- Submit preference email to betty.baron@state.mn.us

- Mail address:

Betty Baron
Application Services Manager
MN.IT Services @ DLI
443 Lafayette Rd N.
St Paul, Minnesota 55155

- Number of copies - 1

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification: In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals In

accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.