

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

Statement of Work (SOW) For Technology Services Issued By

Minnesota State Retirement System

Project Title “Java Developer Training Sessions”

Service Category: Training – Instructor Led

Business Need

- MSRS has a need for training MSRS’s software developers for the technologies used in the current Batch Renovation project. The Batch Renovation project is a three year, \$15,000,000 project to migrate and streamline a COBOL batch system and an online processing system to a modern platform using Java technologies. This training will provide MSRS software developers with the necessary skills to contribute, enhance, and maintain the new system.
- The training requires Spring 3 MVC, jQuery, JPA and Unit Testing with junit.
- Training must be completed by November 25, 2013.

Project Deliverables

- Present training at MSRS’s offices for 10 software developers:
 - Unit testing with junit
 - Java Persistence API (JPA)
 - Spring 3 MVC
 - jQuery
- Deliverables per class include: Provide learning objectives, prerequisites, class duration, course outline and proposed lab experience for each class.

Project Milestones and Schedule

- Project Start Date: September 9, 2013
- Key deliverable dates: Schedule to be proposed by vendor. Black-out dates limit training to any date prior to October 18, 2013 or the week of November 18, 2013.
- End Date: November 25, 2013

Project Environment (State Resources)

- Staff descriptions:
 - a) Number of people for training: Java Developers 6; Supporting developers: 4
 - b) Project Manager: Markita Jacobson
 - c) Staff proficiency levels and experience (with methodology, tools, technologies, etc.) Java Developer’s knowledge range from entry level to senior level with Java technologies.

Supporting developer's knowledge range from no Java experience to entry level; however, they are experienced IT professionals.

Agency Project Requirements

- This is a one-time training opportunity for MSRS Java application developers and key application support staff.
- Training is required to be presented at MSRS St. Paul office.

Responsibilities Expected of the Selected Vendor

- Proposed Instructor per class cannot be changed without written approval from MSRS.
- All course materials such workbooks, labs, quizzes etc... must be provided.
- Training plan must be provided.

Required Skills

Required minimum qualifications:

- Master Contract resource type/ category: Training, Instructor Led
- The instructor is required to have two years of training experience in specific coursework presenting.

Desired Skills

- Additional instructor skills related to real industry experience, related conference presentation experience or affiliations with associated professional groups are desired.

Process Schedule

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|---|------------------------------|
| • Deadline for Questions | August 2, 2013, 2:00 PM CDT |
| • Anticipated Posted Response to Questions | August 5, 2013, 4:00 PM CDT |
| • Proposals due | August 15, 2013, 3:00 PM CDT |
| • Anticipated Evaluation & Selection Begins | August 19, 2013 |
| • Anticipated Contract Negotiations Completed | September 5, 2013 |
| • Target start date | September 9, 2013 |

Questions

Questions regarding this Statement of Work must be submitted via e-mail by August 2, 2013, 12:00 PM CDT:

Msrs.projects@msrs.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately August 5, 2013, 4:00 PM CDT (http://mn.gov/buyit/statements/mcp902ts_active.html).

SOW Evaluation Process

- Company Overview (10%)
- Experience (30%)
- Training Plan (30%)
(The first 60% is scored prior to opening the cost information.)
- 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 its best interest. The Agency reserves the right to reject any and all proposals.

Response Requirements

MSRS requires that your response be sealed in two separate envelopes: Part 1, seal your response including all information with no reference to cost in one envelope, Part 2, all cost related information sealed in second envelope.

Part 1: When preparing your response, please organize the information in the following order:

- Executive Summary
- Company overview
- Detailed Training Plan
 - Proposed training schedule
- Proposed staffing for proposed coursework
 - Instructor resumes
 - Instructor references: Provide three clients who have received similar training from the instructor.
- Indicate if there is any Conflict of Interest as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Part 2: Present your cost specifications in a sealed envelope. Include rates per class and instructor hourly rates.

Proposal Submission Instructions

- Response Information:
 - a) Submit response via mail or in person to:
Sue Willinger
Contract Administration
60 Empire Drive, Suite 300
St. Paul, MN 55103
- Provide 4 hard copies of response and cost specifications; 1 complete electronic copy via CD or jump drive
- Key dates:
 - a) Response due date: **August 15, 2013, 3:00 PM CDT**
 - b) All questions must be submitted to the msrs.projects@msrs.us email account. MSRS personnel are **NOT** authorized to discuss this request for proposal with responders, before the proposal submission deadline. Contact regarding this SOW with any personnel not listed above could result in disqualification.

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 a 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

Each party will be responsible for its own acts and behavior and the results thereof. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the State's liability.

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 SOW, 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 will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive 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 Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by**:

- (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation 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.