

**OSS SVRS/ERS Staff Augmentation FY14
Analyst - Business
August 8, 2013
Minnesota Office of the Secretary of State**

Questions and Answers

- Q:** Is there currently an incumbent in the position? Or is this a new position?
Is this is new position or there is an incumbent?
Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?
If there is an incumbent what is the name of the vendor currently providing the services?
If there is an incumbent, is the same vendor eligible to bid? What's the hourly rate?
Is the purpose of this SOW to extend/renew existing or current contractor resources that are already providing services to OSS?
- A:** There are no current incumbents in place in this position. OSS has worked with a vendor for this position previously. The previous work order expired on June 30, 2013. Previous contractors are eligible to bid on this SOW.
- Q:** How many contractor resources does OSS anticipate selecting and needing to perform the duties outlined in this specific SOW?
Is the intent of this SOW to secure one "Business Analyst" resource to perform the duties outlined in this SOW?
Is the intent of this SOW to secure a team of consultants consisting of a "Business Analyst" and "Developers" to perform the duties outlined in this SOW?
Please verify that this is for one Business Analyst, 30 hours per week (resources implies more than one).
- A:** OSS anticipates hiring one Business Analyst only to perform the duties outlined in this SOW.
- Q:** Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on OSS approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?
- A:** Vendor will be paid on an hourly basis for services.
- Q:** Are you open to phone or web cam interviews?
- A:** OSS is open to phone interviews.

Q: OSS domain experience is part of the evaluation is this Mandatory?

A: OSS domain experience is desired but is not mandatory.

Q: How many yearly hours are predicted under this contract?

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? If no, please provide anticipated utilization?

Please confirm which of the selected vendor resources would work a full 40 hours a week and which would work part-time 30 hrs a week.

Will the 30 hours per week vary throughout the project (e.g., longer hours around election times)?

What are the expectations regarding schedule? Will the BA work five, six-hour days or work four, 7.5 hour days? What is the flexibility with the schedule for a part-time position?

What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

A: OSS anticipates hiring one Business Analyst only. Individuals whose resumes are submitted are assumed to be available to work an average or three-quarters time (30 hours per week) or approximately 1560 hours/year. The Business Analyst is expected to work a consistent weekly schedule averaging 30 hours per week between the hours of 8:00 a.m. to 5:00 p.m. OSS is flexible on agreeing to a specific schedule that sufficiently covers scheduled meetings during office hours. The schedule may occasionally vary as needed to meet project deadlines.

Q: Corporate information (Location, Years in Business, References). Does this RFP requires local preferences?

A: Vendors are not required to be local, however work for this project must be performed physically onsite at the Secretary of State's office in St. Paul, MN.

Q: Explain how OSS intends to add staff on an "as-needed" basis. Will OSS issue another SOW if needed or is the selected vendor expected to have a bench of qualified resources available to OSS throughout the duration of this contract?

A: The vendor is expected to provide one qualified Business Analyst to OSS' satisfaction throughout the duration of the contract to fulfill this SOW. OSS would issue another SOW if additional resources were needed, but does not anticipate doing so at this time.

Q: Will selected vendor resource(s) be required to perform off-hours, on-call support work?

A: No

Q: Please confirm that OSS will provide selected contractor resource(s) with the laptop/desktop computer, hardware, software, and peripherals needed to perform the duties outlined in this SOW.

A: Yes, OSS will provide all onsite hardware systems and software licenses for all tools used in this contract.

Q: Regarding the "Reference" portion of the response requirements, is OSS expecting vendor references of references on the specific submitted consultant?

A: OSS is expecting Corporate References, not specific consultant references.