

IT Professional Technical Services Master Contract Program
Questions and Answers for Technology Services Statement of Work (SOW)
Issued By: The Office of MN.IT Services
Project Title: P&I e-Licensing

1. With respect to the cost proposal requirements of the SOW response, is MN.IT seeking hourly billing rate(s) for the proposed resource(s), or is MN.IT seeking a fixed-price cost proposal to complete the deliverables outlined in the SOW? **Hourly**
2. If MN.IT is looking to secure these resources on a “Staff Augmentation” basis, please confirm that it will be acceptable for vendors to provide hourly billing rates along with submitted consultant names in the cost proposal. **Yes it is appropriate to include hourly billing rate along with submitted consultant’s information**
3. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW? **No**
4. What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)? **Yes, the expected daily schedule is between 8am – 5pm Monday thru Friday, although there may be the occasional need for some weekend hours and hours that begin before 8am or end after 5pm.**
5. 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? **The anticipated utilization of select resource will be full-time, 40 hours per week.**
6. Will selected vendor resource(s) be required to perform off-hours, on-call support work? **No on-call, however, as stated in question #4, there may be the occasional need for work to be performed outside of core hours.**
7. Please confirm that vendor assigned resource(s) will be working at the direction and under the supervision of a MN.IT Project Manager. **This is a program manager position so this resource will be working under the direction of the P&I Director and will be supervised by the Portfolio Manager**
8. How many contractor resources does MN.IT anticipate selecting and needing to perform the duties outlined in this SOW? **One (1).**
9. “The consultant will be required to work on site as needed to support the business.” Can you confirm that means that some of the work can be done off-site? And if so, what percentage of the time do you estimate will be needed on site? **The expectation is that the resource will be working on site unless they are required to meet with an agency or board at their location.**
10. Are we allowed to submit only one candidate for this opening? **There is only one position available, but you are allowed to submit more than one candidate.**
11. Page 7 of the SOW under Cost Proposal, third paragraph states “The state does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished.” Please verify whether this will be a fixed price task which will be paid off of a deliverable schedule that is based on Project Deliverables and/or Project Milestones and Schedule or a Time & Materials contract. **This resource will be paid based on their hourly billable rate. They will submit a bill after the work has been performed for that time period. This is a staff augmented role.**
12. Please verify that this is full-time position for 40 hours per week for the duration of the task. **This position is full-time (40 hours per week)**

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13. Page 5 of the SOW under Agency Project Requirements, the first sentence states “The consultant will be required to work onsite as needed to support the business, technical, information, processing, and reporting requirements of the MN.IT Services PMO.” Please clarify whether or not this means that some hours may be worked offsite. **There may be times when consultant may meet with clients off-site at their agencies.**
14. Is this SOW a new requirement or is there an incumbent for this project? **This is a new requirement.**