

1. Is it possible for the contractor to work remotely on some or all of the project?

Yes, it is assumed the vendor will work remotely from a location within the United States of America. There will be a need for periodic meetings. Some of these can be handled by phone or by using a product like GoToMeeting but it will be important to hold some of these meetings in person. This would include the initial meetings to clarify the needs of the project. The vendor should include in their proposal as part of their work plan the frequency of meetings and how they plan to handle all meetings.

The Office of the State Auditor (OSA) does have space to accommodate four developers, when the vendor visits the OSA.

2. Is there an incumbent vendor?

CTAS has had several vendors work on it since 1998. The last update was a couple of years ago by a vendor in the Master Contract 902TS program.

3. In the 'Detailed response' section, item b is 'Detail steps necessary to complete each deliverable.' In the SOW you detail out all the items to be updated in the Project Deliverables; which provides the developer the items they would need to code - so we are unclear what additional steps you are looking for. Is this needed in the response? If so, can you please clarify what you would like to see in the response?

The "Project Deliverables" are a detailing of what the OSA would like in the updated program. The vendor may wish to provide more information beyond what is described in the "Project Deliverables" to give a better understanding of how they would approach this project including how they would organize their work.

4. In the 'Detailed response' section, item d is 'Include description of software/hardware configuration' - can you please clarify what you are looking for in that item?

The SOW does specify most of the software/hardware requirements under the "Agency Project Requirements" section. The vendor should acknowledge their understanding of these requirements and add any additional software/hardware configurations their solution will include. Two things they may want to include are the data store they will use in their solution and any third party controls they would recommend that would make their solution better.

5. In the 'Details how the vendor will approach the project' item b is 'Work-plan with life-cycle cost breakdown here'. The work-plan is detailed out in the Project Deliverables section of the SOW, if you are looking for more detail, can you clarify what additional detail you are looking for? Also, tied to the cost - is this a time and materials contract or are you looking for a fixed bid? Also, later in the Response Requirements you have an item 'Detail cost by deliverable and total cost, include hourly rates' as well as having 'Cost/hourly rates' under the Detail of Staffing sections. These three sections seem to overlap so clarification around the cost sections would be appreciated (could some requirement sections possibly be eliminated from the response?).

The "Project Deliverables" are a description of what the program shall include. The vendor should give detail on how they will organize their work to deliver a fully functional program. If there are any steps in the "Project Deliverables" that do not have an obvious solution or have multiple solutions, the vendor should detail how they would implement the step.

This project is a fixed bid project. The vendor will be expected to deliver a fully functioning program within the specified time frame.

Some sections of the SOW may overlap. As long as the vendor provides all the information requested in the SOW, the vendor does not have to repeat the same information more than once.

6. In the 'Details how the vendor will approach the project' item d is 'Project Management'. The SOW states the OSA will provide the Project Manager and that this SOW is looking for a .Net Developer; so is this section needed? If it is, can you clarify what you are looking for in this item?

The OSA's Project Manager will manage the project from the OSA's perspective. The vendor is fully responsible for delivering a program that meets all of the requirements of the SOW and will need to establish its own project management process including designating a project manager.

7. Please confirm that the vendor can perform services offsite from another vendor location within the United States of America.

Yes, it is assumed the vendor will work remotely from a location within the United States of America (USA). There will be a need for periodic meetings. Some of these can be handled by phone or by using a product like GoToMeeting but it will be important to hold some of these meetings in person. This would include the initial meetings to clarify the needs of the project. The vendor should include in their proposal as part of their work plan the frequency of meetings and how they plan to handle all meetings.

The OSA does have space to accommodate four developers, when the vendor visits the OSA.

8. If the vendor can propose a less expensive solution, can the vendor propose an approach where the vendor has resources located outside of the US (i.e. Canada)?

The SOW limits the vendor to working within the USA.

9. Please confirm that the State will provide VPN access to vendor resources.

The OSA will provide a VPN connection to the vendor so they can access the SVN server.

10. Please confirm that the State will provide the vendor with production data for testing purposes so that vendors can verify accuracy of the new developed system with the current existing system.

The OSA cannot provide actual production data because the data is owned by local governments in Minnesota. The OSA will provide representative production data for use by the vendor. The OSA will provide at least two sets. The first will contain data that follows the chart of accounts prescribed by the State Auditor. This data can be used by the vendor to see that the new program is properly functioning. The second set of data will contain transactions that do not properly follow the chart of accounts as prescribed by the State Auditor. The second set can be used to test the importing of data from the prior versions of CTAS so that users are warned that their data cannot be imported because restricted fund numbers, account numbers, or object codes are being used.

11. Please confirm that the scope of the vendors responsibility is to complete the following:
- a. Requirements Business Definition including creation of high level and detailed level use cases;
 - b. Re-Design the current application functionality to technologies described in the RFP;
 - c. Complete Technical Architecture for the new system;
 - d. Software development using existing current application functionality to technologies described in the RFP;
 - e. Unit Test, System Test, Integration Testing;
 - f. User Acceptance Testing;
 - g. Deployment into Production;
 - h. Production Support post deployment.

The vendor is fully responsible for delivering a program that meets all of the requirements of the SOW. The vendor should detail in their work plan how they plan to meet the requirements of the SOW.

Deployment into production will consist of installation on local government computers; the vendor is not expected to be involved, unless bugs in the installation process are discovered.

Production support post-production will consist of correcting bugs; user support is not required.

12. Please confirm that following is out of scope for the vendor services: Ongoing Application Maintenance post production deployment.

The vendor is fully responsible for delivering a program that meets all of the requirements of the SOW. This includes fixing any problems in the program identified through the end of the warranty period which ends March 1, 2016.

13. In order for the vendors to fully understand the functionalities exposed by the applications, can the State provide a demo of the application?

A demo of the current application is available at <http://www.auditor.state.mn.us/default.aspx?page=ctasvideos>. Other videos are also available at <http://www.auditor.state.mn.us/default.aspx?page=ctas>. Finally, a fully functioning copy of the program can be downloaded at <http://www.auditor.state.mn.us/default.aspx?page=ctas>.

14. Does the State expect the vendors to provide a Fixed Price quote or can the vendors provide a T&E quote with fixed hourly rates for each resource type?

This project is a fixed bid project. The vendor will be expected to deliver a fully functioning program within the specified time frame.

15. Does the State expect the CTAS applications to be accessible from a tablet or smartphone device?

CTAS v8 is expected to run on Windows 7, Windows 8 desktop, and Windows 8.1 desktop. It is not expected to run on any tablet or smartphone that cannot run these operating systems.

16. Should the vendor recreate the design documents or modify the existing design documents?

The OSA will provide the selected vendor with any existing design documents we have that will help the vendor complete the project.

17. As a follow up to the above question, if the vendor has to modify existing design documents, please provide a copy of the design documents.

A copy of the Visio database diagram files presented in the SOW are available upon request by emailing Matt Lindemann at Matt.Lindemann@osa.state.mn.us.

18. Is the State looking for Active Directory based authentication or Form Authentication for the new application?

CTAS is a standalone desktop application. Users most likely will not be working in an environment where Active Directory is installed. The login for CTAS is not meant to be a security feature but is primarily meant to be a tracking feature so local governments have an idea of who made a transaction.

19. Please describe the current authentication and authorization process for the Visual Basic application.

CTAS login is not a true authentication. Users can enter any username. That username is associated with any transactions created after login.

20. Can the vendor propose SQL Server Reporting Service for the reporting requirements?

No.

21. Is there a pre-bid meeting / conference on this RFP, so that the bidding vendor community can better understand the RFP requirements and allow interactive resolution of vendor questions?

No.

22. What is the business reason for the requested implementation date?

The development of CTAS v8 is required to be completed by June 30, 2014. Between July 1, 2014 and December 31, 2014, the OSA will work to train users on CTAS v8. Users will then implement CTAS v8 on January 1, 2015.

23. Who currently maintains the CTAS application?

OSA currently maintains the CTAS application. CTAS has had several vendors work on it since 1998. The last update was a couple of years ago by a vendor in the Master Contract 902TS program.

24. As a follow up to the above question, will the current application maintenance vendor be eligible to bid on the application projects.

The last vendor to work on CTAS is still part of the Master Contract 902TS program and is eligible to submit a proposal.

25. Does the State have a preferred approach (use of code transformation tool (OR) manual re-development, etc.) for the Rewrite of the application.

The SOW does define specific requirements such as the use of C# .NET but does not define exactly how the vendor will meet the requirements. The OSA's primary concern is that the code is easy to follow and maintain. The OSA does have defined coding and naming conventions that the vendor will need to follow. Some development methods may make it difficult to comply with these coding and naming conventions.

26. What is the value of established / anticipated budget for the CTAS rewrite project?

During the 2013 Legislative session, a bill was passed that allowed the OSA to collect a onetime fee from small cities and towns for the rewriting of CTAS. The amount of the fee had to be set in consultation with three local government organizations. The fee is only required if the small city or town wishes to use the rewritten version of CTAS. The fee has been set at \$300 per local government. The budget for this project will be defined by the proposals received and the number of small cities and towns that pay the fee on or before December 15, 2013. As of November 6, 2013, 738 small cities and towns have paid the fee.

27. How many onsite vendor resources can be accommodated by the State?

The OSA has space to accommodate four developers.

28. In the case of offsite service, will the State provide VPN access to vendor team members?

Yes.

29. Does the vendor staff need to travel to other non-primary locations? If yes, please provide the information about of locations, who from vendor staff needs to visit the locations, time/duration and frequency of such visits.

The vendor will only have to visit the OSA's primary location at 525 Park St., Suite 500, St. Paul, MN 55103.

The OSA expects all meetings to be held at 525 Park St., Suite 500, St. Paul, MN 55103 or to be held virtually using a product like GoToMeeting.

30. To provide necessary clarifications during design, development and testing how many SMEs will be allocated to this project during various phases of the CTAS Rewrite project for further clarifications, reviews etc.?

The OSA has three staff members who will participate in design, development and testing. In addition, there is a Working Group and Testing Group of local government users who will also participate. There are 41 combined users in these groups. Not all users in these groups will participate in all meetings.

31. What is the approximate % allocation of these SMEs to this project?

The three OSA staff do have other responsibilities and a percentage of their time committed to the rewrite of CTAS has not been determined. The OSA will allocate enough time to meet the needs of the project. Vendor expectations and requirements should be stated in their proposal.

32. How many concurrent end users will use the CTAS system?

There are approximately 1,300 current users of CTAS. Each user uses a standalone version of CTAS. There is no expectation that any one installation of CTAS will be used by more than one person at a time.

33. Please confirm that the State will be responsible for any data cleansing prior to data migration.

The OSA will not be responsible for data cleansing prior to data migration. CTAS is used by approximately 1,300 small cities and towns. Deliverable 19 in the SOW says that the vendor will create a process for users to import their CTAS v7 data into CTAS v8 and that the process will not import the data if it is not properly configured. Further, the deliverable says the process will give users feedback on what data was not properly configured. Ultimately, the users will be responsible for correcting (cleansing) their data for import.

34. As a follow up to the above question, please clarify who will be responsible for data migration.

The vendor will be responsible for creating a process in CTAS v8 to import CTAS v7 data and the users will be responsible for correcting and importing their CTAS v7 data.

35. As a follow up to the above question, please provide the volume (number of rows) of data to be migrated for all the major data entities in the CTAS tables currently.

The volume of data will vary widely from local government to local government. A local government that has been using CTAS since 2000 will have many more records to import than a local government who started using CTAS in 2010. For example, a city that started using CTAS in 2000 has 65,815 records in the tblReceipts_Detail table and 53,097 records in the tblChecks_Detail table.

36. How many environments does the State have for this project (for example, Development, Testing, Production)?

CTAS is a standalone application. The OSA has not setup any environments other than managing the code in SVN. If the vendor feels that specific environments need to be setup for this project, they should include that information in their work plan.

37. How many business days of User Acceptance Testing does the State expect to perform for the CTAS application?

The OSA does not have any specific expectations on the time period of User Acceptance Testing. The vendor should include user testing and feedback in their proposed work plan. It is important to note that the vendor will be responsible for fixing all bugs in the program through the warranty period which ends March 1, 2016.

38. Per the CTAS_v8_Fact Sheet, cities and towns are required to sign up to use the revamped application. How many cities and towns have signed up so far?

As of November 6, 2013, 738 small cities and towns have paid the fee referred to in question 26 above.

39. As a follow up to the above question, what is the deadline for the towns to sign up?

December 15, 2013.

40. Does the State expect to obtain additional funding in case enough cities and towns do not sign up?

No.

41. Please provide the number of rows on each table.

The number of rows in each table will vary depending on the size of the local government and how long the local government has been using the program.

42. Can the vendor propose SQL Server 2008 or higher for the data store?

CTAS is meant to be a standalone application with the data store residing on the same computer as the application. It seems like SQL Server 2008 or higher would be an impractical data store for CTAS. Users are not expected to purchase anything more than a desktop computer that can run Windows 7 to run CTAS.

43. Do you have any batch/scheduled jobs for the current CTAS? If yes, how many?

The current version of CTAS does not have any batch/schedule jobs.

44. How many users to this application? And approximately how many concurrent users to this application?

There are approximately 1,300 current users of CTAS. Each user uses a standalone version of CTAS. There is no expectation that any one install of CTAS will be used by more than one person at a time.

45. How are we going to do the Data Migration? Who is responsible for the data cleansing?

Deliverable 19 in the SOW says that the vendor will create a process for users to import their CTAS v7 data into CTAS v8 and that the process will not import the data if it is not properly configured. Further, the deliverable says the process will give users feedback on what data was not properly configured. Ultimately, the users will be responsible for correcting (cleansing) their data for import.

46. Can the vendor propose any other reporting tool such as SSRS other than Crystal Reports?

No.

47. Can all the developers have the NetAdvantage for windows forms' for the development?

The OSA only has one NetAdvantage license for the vendor to use.

48. RFP states that the testing completed date for each set of modules. Is this the User Acceptance testing?

Yes. After each deliverable, the OSA staff along with a group of users will be available to test. The OSA assumes that testing on that set of deliverables will have to be completed before the next deliverable is due. The vendor should include user testing and feedback in their proposed work plan. It is important to note that the vendor will be responsible for fixing all bugs in the program through the warranty period which ends March 1, 2016.

49. RFP states that the CTASv8 will have an API that allows other vendors to transfer the data. What type data that would be? How it is handled in the current system?

The OSA does not know how other vendors may wish to use the API or what data would be transferred. We believe other vendors may wish to insert receipts, claims, disbursement, and payroll transactions with related detail.

The current version does not have an API for other vendors to interface with CTAS.

50. Can the vendor propose any other solution for the data transfer other than creating API?

Yes. The vendor may propose any solution that provides a mechanism for other software, including software outside the control of the OSA, to transfer data into CTAS.

51. Which programming language is the current CTAS system (CTAS v7) written in?

The current version of CTAS is written in Visual Basic 6 with MS Access 2.0 as the data store.

52. Will the database system remain as MS Access 2.0 or an upgrade is needed to a more modern relational database system like SQLite, SQLiteexpress, etc.?

The OSA believes the data store will need to be upgraded to a more modern database system. As part of the proposal, the vendor should recommend a data store and explain why they are recommending it.

53. What third party controls/tools have been currently used in the system?

- VideoSoft vwOcx Control (vsocx32.ocx)
- ComponentOne ActiveX Studio (vsprint8.ocx)
- Infragistics Calendar Widgets 1.1
- BeCubed List Pack, version 21.0
- Xceed Zip Compression Library 6.1

54. The Reports enhancement requirements state all reports should use Crystal Reports runtime. Is system currently using Crystal Reports runtime for all reporting purposes?

No.

55. What is the scope of item #20 - New API for vendors to transfer data? Does it involve data related to some specific functionality or all data pertaining to the application?

The OSA does not know how other vendors may wish to use the API or what data would be transferred. We believe other vendors may wish to insert receipts, claims, disbursement, and payroll transactions with related detail.

56. Will this data transfer be a onetime post-installation activity or will it be ongoing?

The OSA does not know how other vendors may wish to use the API. The OSA believes other vendors will want to perform periodic transfers of data between their program and CTAS.

57. Is there any significance of the text marked in blue under the "Project Deliverables" section?

There are two types of information marked in blue under the "Project Deliverables" section. The first are hyperlinks to resources vendors may find useful when preparing their proposal or the mail address to request the source code. The second type identify parts of the "Project Deliverables" related to the optional items discussed in the last bullet in the "Responsibilities Expected of the Selected Vendor" section.

58. What is the estimated budget for this project (including training)?

This project is a fixed bid project. The vendor will be expected to deliver a fully functioning program within the specified time frame.

The funds available for this project have not been finalized yet. During the 2013 Legislative session, a bill was passed that allowed the OSA to collect a onetime fee from small cities and towns for the rewriting of CTAS. The amount of the fee had to be set in consultation with three local government organizations. The fee is only required if the small city or town wishes to use the rewritten version of CTAS. The fee has been set at \$300 per local government. The budget for this project will be defined by the proposals received and the number of small cities and towns that pay the fee on or before December 15, 2013. As of November 6, 2013, 738 small cities and towns have paid the fee.

59. Who will be responsible for installing the upgraded application to every sites (cities and towns)?

Users (the small city or town) will be responsible for installing the new application and importing their data from the current version of CTAS.

60. According to the project schedule, project end date is cited as June 30, 2014 but the project does not go live till January 1, 2015? Why are there a gap of six months? Will vendor be involved after June 30, 2014?

The development of CTAS v8 is required to be completed by June 30, 2014. Between July 1, 2014 and December 31, 2014, the OSA will work to train users on CTAS v8. Users will then implement CTAS v8 on January 1, 2015. The vendor will be responsible for fixing any bugs discovered in the application through the warranty date which is March 1, 2016.

61. When vendor is expected to provide training to staff in the OSA's Government Information Division? After June 30, 2014?

The contract will end on June 30, 2014, so the training of OSA staff will have to be completed by June 30, 2014.

62. Is it possible to have a Business Analyst engage with the appropriate business audience for 1-3 weeks at the outset of the project? The list of deliverables expected are quite detailed and a BA could help in putting the project in context a bit more.

As part of the vendors proposed work plan, the vendor can include time for a Business Analyst to work on the project.

63. How often are bugs reported, how frequent are maintenance releases?

As the application is developed, the OSA expects bugs will be reported as testing is performed in the OSA's project tracker. The vendor should include in their work plan, more specifics on how they would like to handle bugs during development.

After development is completed, the OSA will continue to document bugs in the project tracker. Resolving these bugs through the end of the warranty period will be based on a mutually agreed-upon schedule between the vendor and the OSA. The OSA believes that critical bugs may have to be resolved immediately while lesser bugs could wait to be resolved on a quarterly or semiannual basis. The OSA believes there are several important periods when bugs will be discovered and will need to be fixed. Between July 1, 2014 and December 1, 2014 users will be trained on how to use the new program and any bugs discovered during this period will need to be fixed by January 1, 2015. Between December 1, 2014 and February 1, 2015, users will be converting to the CTAS v8 and using it for the first time in a production environment. Any bugs discovered during this period will need to be fixed as soon as possible. Finally, between December 1, 2015 and January 31, 2016 users will be completing the year-end processes and moving to new fiscal year for the first time. Any bugs discovered during this period will need to be resolved before March 1, 2016.

64. Will OSA be responsible for QA?

The vendor is fully responsible for delivering a program that meets all of the requirements of the SOW and will need to establish its own quality assurance process. The OSA and a group of CTAS users will be part of the testing process.

65. Will an agile methodology be used for Dev and QA?

The vendor will be responsible for defining the methodology used for development and quality assurance. The OSA believes this would be good information to include in the vendor's proposed work plan.

66. Can warnings and some dialogs be non-modal provided we use a consistent and acceptable design pattern?

Yes, provided users are not able to circumvent the purpose of the warning or dialog.

67. Re: 1k: "Controls on each form should stretch appropriately so that they fill the window when changing the application window size" - I'm assuming this means controls on the right expand to fill all the space available to the right and the last control fills all the space below if applicable to the control (e.g. text box), or does this refer to flow layout where the controls change locations (wrap) in order to fill the available space?

The minimum supported screen size is 1024x768. Within these dimensions, controls should not wrap.

The objective of this deliverable step is to have controls such as buttons be positioned properly relative to one or two edges of a window as the window is made larger. It is also to have other controls such as a list box be positioned properly relative to all four edges of the window and expand in size proportionately as the window is made bigger.

The control(s) that should stretch to accommodate the extra space will depend upon the layout. For example, in the current version of CTAS, the buttons on the right and bottom of the Claims form would not stretch as the screen got bigger; instead, the grid of data in the middle would stretch as the buttons remained at the edges.

68. With regards to 1o: If the error is technical in nature we could provide a recommended course of action, but if it's business related the recommended course of action should be provided by the State.

The OSA will work with the vendor to define recommended courses of action for business related errors. The intent of this deliverable step is to ensure that exceptions are properly handled throughout the application, and that user understandable messages are displayed, when necessary, rather than raw exception text

69. Will the state provide server(s) for hosting the installer?

CTAS is a standalone desktop application and shall not require a user to use a server. The OSA will be responsible for the distribution of the final software to users.

70. With regards to 1s: Is it acceptable to use the DPI settings / font size as set by the Operating System? This is typically the vehicle used to increase view size, but we could also provide an additional zoom capability if desired.

The objective of the Zoom Option is to see the same layout but make it bigger. The OSA is looking for something similar to the Zoom option available in Microsoft Word.

71. How are users managed?

The current version of CTAS does not manage users. A user can enter any name they wish to login. The purpose is not to add security but just to create a means for tracking who entered a transaction. The only change to this requested in the SOW is for CTAS to remember the last username used and make it the default when someone wishes to login. CTAS is normally used by one person. CTAS is not currently networked and is not expected to be networked where multiple computers enter into one database simultaneously.

72. Can multiple users use the same software instance?

Multiple users could use the same installation of CTAS on the same computer with the same database. It is not expected that multiple computers can use the same database.

73. How precise must the new reports match the old reports?

The new reports must maintain the same general look and feel of the old reports but there is room change such things as fonts, font size, margins, and column widths.

74. For 17d-g: would it be acceptable to include an option two show accrued interest rather than using a separate report?

If the vendor plans to product one report with the option to show accrued interest or not, the title of the report would have to properly reflect if accrued interest was included or not. The OSA assumed but did not state that the Accrued Interest would be shown in a separate column. This column should not be displayed if the report was run without accrued interest.

75. With regards to 18b: Will the compiled PDF be uploaded to OSA, or will the underlying data be uploaded (e.g. XML)?

Both the annual data and a PDF of the financial statements will be submitted.

76. Can additional details be provided for 18c (status monitoring option)?

The information presented would be the information queried from the web service. The OSA will work with the vendor to define exactly how this will work. The vendor should include any recommendations as part of their work plan. The type of information provided by the web service would include but not limited to:

- Reporting Year
- Report Type (Financial Data or Financial Statements)
- Status (Received, Accepted, Rejected, Being Reviewed, On Hold, Review Complete)

77. 19a upgrade: Does the upgrade tool/process need to accommodate manual data corrections?

The easiest would be to report errors, allow the errors to be corrected in the old application, but if the errors cannot be corrected in the old application the import will not occur.

The upgrade process would include the user having the old and new program on the same computer. Any errors discovered during the import of the old data would only have to be reported and explained to the user. The user will be responsible for correcting errors in the old program and retrying the import. The OSA expects the errors to primarily be from users using inappropriate Fund number, Account Numbers, or Object Codes.

78. 20 API: Can additional details be provided?

- a. Can this be in the form of an XML import?
- b. Must documentation be provided?
- c. Must the API support versioning? I.e. if the database schema changes, can the API change or should the API be backward compatible?
- d. Must the API cover 100% of the UI capabilities?

The vendor must provide a well-defined process that allows other vendors to exchange information into CTAS. Importing an XML file may be one way to get information into CTAS. To be well-defined, documentation will be important. The other vendors will be responsible for handling compatibility between versions of CTAS.

79. Can OSA purchase a license for Infragistics NetAdvantage WPF controls?

The OSA can purchase other third party controls but the vendor must include these controls in the total cost of their proposal. The selected vendor must get approval to use any third party controls before they are used in CTAS. Any additional controls purchased would be the property of the OSA.

80. Can the application installer require admin permissions?

Yes.

81. Must automatic updates be supported (outside of reports)?

No.

82. Must a process be defined for database schema changes during updates?

CTAS v8 shall be a new installation. Users will import CTAS v7 data per the requirements of the SOW. If the OSA contracts for future updates to CTAS, we assume any changes will be handled as part of that contract. If the database schema changes as part of a bug fix by the vendor, the vendor will have to accommodate the change as part of the update to fix the bug.

83. Considering the deployment environment of this software, will it only run on the desktops of an individual or will there be any server installation?

It will only run on desktop computers or notebook computers of individuals. It will not be a server installation.

84. There is a requirement for controls on the form to stretch to appropriately to the window size, what is the minimum supported window size that will be supported?

1024 x 768

85. How much time per week will the OSA Lead Programmer, OSA government Accounting/Finance SME, Project Manager Matthew and Lead Programmer Todd be allocated to the project?

It is difficult to give an exact measure of how much time will be dedicated to this project by OSA staff. The OSA is a small organization with limited resources. The OSA staff identified in the SOW do have other responsibilities. They will provide as much time as is needed to provide the support the vendor needs. The OSA has worked on other projects similar to this and has been able to meet the needs of the vendor. Vendor expectations and requirements should be included in the work plan.

86. The Agency Project requirements state C# with .NET version 4.5, is there any stipulation of WPF or WinForms?

No.

87. The Agency Project requirements state the system shall run on both 32-bit and 64-bit versions of Windows, does the system need to compile to a 64-bit version or only a 32-bit version that can run on 64-bit OS?

The application only needs to be compiled to 32-bit version that can run on 64-bit OS.

88. The Agency Project requirements state the use of Crystal Reports for all reports, does OSA have a preferred version of Crystal Reports?

The OSA does not have any specific preference but is interested in the version that will give the greatest longevity and still allow users running Windows 7 to use CTAS v8.

89. The Agency Project requirements state the code will comply with coding and naming conventions as defined by OSA, are these conventions currently documented and will be available on January 1st 2014?

Yes. If the vendor would find it beneficial to see the coding and naming conventions prior to submitting their proposal, they can obtain them by sending a request to Matt.Lindemann@osa.state.mn.us.

90. Will access to the Subversion server for source code control be available on January 1st, 2014?

Yes.

91. Will OSA have resources to create build and deploy functionality from the committed source code in Subversion?

Yes. As part of the periodic meetings with the OSA's Lead Programmer, the vendor may need to provide information about how to properly compile the code.

92. What tools will be used to measure the compliance to all the accessibility standards required by this system?

The OSA has not determined how it is going to test the compliance with the required accessibility standards. The OSA will be working with MN.IT to determine the best approach. The OSA should have a method determined by January 1, 2015.

93. What is the projected number of concurrent users of the current system? What is the expected number of concurrent users of the new system?

The current system is a standalone application used by approximately 1,300 local governments. The system is designed to allow one person access the program per installation. The new program has the same requirements.

94. In regards to backend data storage, has SQL Server been considered as an option? Is it possible to build a solution with SQL Server as the data storage solution?

CTAS is meant to be a standalone application with the data store residing on the same computer as the application. It seems like SQL Server 2008 or higher would be an impractical data store for CTAS. Users are not expected to purchase anything more than a desktop computer that can run Windows 7 to run CTAS.

95. Is the current CTAS application centrally managed at the State Auditor's offices or at the Municipalities?

The current version of CTAS is not centrally managed at the State Auditor's offices. Many of the current users do not have high speed Internet. Some do not have Internet access at all. CTAS is meant to be a standalone application and is maintained on the small city or town's desktop or notebook computer. CTAS v8 is expected to be used in the same way.

96. Did the MN State Auditor solicit assistance from any outside vendors to put together the requirements for the CTAS Rewrite? If so who is the outside vendor?

The OSA did not solicit or receive any assistance from any outside vendor to put together the requirements.

97. What is driving the timeline for completing the project? Is there any flexibility/opportunity to provide a staggered release schedule for this project?

The development of CTAS v8 is required to be completed by June 30, 2014. Between July 1, 2014 and December 31, 2014, the OSA will work to train users on CTAS v8. Users will then implement CTAS v8 on January 1, 2015.

Part of the evaluation of the proposals will be the ability of a vendor to complete the parts of the SOW that are not marked as Options with in the available funds and time constraints. The items marked as Options will be included in the evaluation if they can be completed within the available funds and time constraints.

98. What is the budget for the CTAS Rewrite?

The funds available for this project have not been finalized yet. During the 2013 Legislative session, a bill was passed that allowed the OSA to collect a onetime fee from small cities and towns for the rewriting of CTAS. The amount of the fee had to be set in consultation with three local government organizations. The fee is only required if the small city or town wishes to use the rewritten version of CTAS. The fee has been set at \$300 per local government. The budget for this project will be defined by the proposals received and the number of small cities and towns that pay the fee on or before December 15, 2013. As of November 6, 2013, 738 small cities and towns have paid the fee.

99. Will both of the OSA resources be fully dedicated to the project or will their time be allotted to other OSA tasks?

The OSA staff identified in the SOW do have other responsibilities. They will provide as much time as is needed to provide the support the vendor needs. The OSA has worked on other projects similar to this and has been able to meet the needs of the vendor.

100. Is the MN Auditor's preference for the work to be completed on site at the MN Auditor's offices or is working remotely a possibility?

It is assumed the vendor will work remotely from a location within the United States of America (USA). There will be a need for periodic meetings. Some of these can be handled by phone or by using a product like GoToMeeting but it will be important to hold some of these meetings in person. This would include the initial meetings to clarify the needs of the project. The vendor should include in their proposal as part of their work plan the frequency of meetings and how they plan to handle all meetings.

The OSA does have space to accommodate four developers, when the vendor visits the OSA.

101. In regards to testing of the new application, will MN Auditor and State resources be testing during development phase or will this be done upon completion of development? Is MN Auditor open to allowing for the vendor to perform its own testing prior to hand off?

The OSA expects to be testing during the development phase. The OSA has a group of current users that are willing to help with testing. The vendor is also welcome to perform its own testing. The vendor should include in its work plan how it expects testing to be managed.

102. Pg 15 - Response Requirements - What pricing model (time & materials, fixed fee, etc...) is the State expecting for responses?

This project is a fixed bid project. The vendor will be expected to deliver a fully functioning program within the specified time frame.

103. Pg 14 - Process Schedule - Who from the vendor's team is expected to be present for the interviews?

The vendor should bring whomever they believe will best represent and explain how they will perform the project. It would be nice to have the person managing the project and the lead programmer from the vendor at the meeting.

104. pg. 17 - Nonvisual Access Standards - Non-visual access standards. Please elaborate on this requirement.

The State of Minnesota has nonvisual access standards that the vendor must comply with. Please refer to MN.IT Services (formerly the Office of Enterprise Technology) for more information.

105. Pg 10 -11- Project Milestones and Schedule - Is the proposed project timeline flexible?

The development must be completed by June 30, 2014. As part of the work plan, the vendor may group the deliverables differently and propose different deliverable dates as long as the program is completed by June 30, 2014.

106. Pg 1 - Business Need - Is the solution expected to function on Windows ARM? And/or Windows XP (does not support .net 4.5)?

CTAS v8 is expected to run on Windows 7, Windows 8 desktop, and Windows 8.1 desktop. It is not expected to run on any tablet or smartphone that cannot run these operating systems. It is not expected to run on a computer running an ARM chip.

107. Pg 10 - User Manual Option - Is the vendor expected to provide a print version of the user manual? Or exclusively online?

The vendor is expected to provide an Adobe Acrobat version of the manual similar to the current manual available on the OSA's website at <http://www.auditor.state.mn.us/default.aspx?page=20120621.000>

108. Pg 1 - Business Need - Are there mobile use cases that apply to this application?

CTAS v8 is expected to run on Windows 7, Windows 8 desktop, and Windows 8.1 desktop. It is not expected to run on any tablet or smartphone that cannot run these operating systems.

109. Pg 1 - Business Need - Have you considered hosting the application in a cloud environment(e.g. Azure)

Yes but it was considered impractical. Many of the current users do not have high speed Internet. Some do not have Internet access at all.

110. Pg 11 Project Environment (State Resources) What will be the availability of the OSA Lead Programmer?

It is difficult to give an exact measure of how much time will be dedicated to this project by OSA staff. The OSA is a small organization with limited resources. The OSA staff identified in the SOW do have other responsibilities. This includes the Lead Programmer. He will provide as much time as is needed to provide the support the vendor needs but will not be involved in any of the actual programming. The OSA has worked on other projects similar to this and has been able to meet the needs of the vendor.

111. Pg 13 - Responsibilities Expected of the Selected Vendor - How will design decisions be made and approved?

The vendor will meet with the OSA's Project Manager and Lead Programmer to make design decisions. The vendor should propose a process for documenting these decisions as part of their work plan.

112. Pg 10 – 11 - Project Milestones and Schedule - What is the expected vendor involvement from the delivery and acceptance of the application until 3/2016?

The vendor is expected to fix any bugs that are discovered and provide updated source code. The OSA will continue to document bugs in the project tracker. Resolving these bugs through the end of the warranty period will be based on a mutually agreed-upon schedule between the vendor and the OSA. The OSA believes that critical bugs may have to be resolved immediately while lesser bugs could wait to be resolved on a quarterly or semiannual basis. The OSA believes there are several important periods when bugs will be discovered and will need to be fixed. Between July 1, 2014 and December 1, 2014 users will be trained on how to use the new program and any bugs discovered during this period will need to be fixed by January 1, 2015. Between December 1, 2014 and February 1, 2015, users will be converting to the CTAS v8 and using it for the first time in a production environment. Any bugs discovered during this period will need to be fixed as soon as possible. Finally, between December 1, 2015 and January 31, 2016 users will be completing the year-end processes and moving to new fiscal year for the first time. Any bugs discovered during this period will need to be resolved before March 1, 2016.