

Request for Offers (RFO) Addendum

RFO Number: RFO0003

Addendum Number: 1

Date of Addendum: 05/16/2014

Original Due Date, Time: 5/23/2014 2:00 CST

Revised Date, Time (if changing): Not Applicable

Title: Enterprise Software Development Services Staff Augmentation

SCOPE OF ADDENDUM

The following are responses to questions regarding RFO0003 and please, NO PHONE CALLS:

Question #1. Are we limited in the number of resumes we can send you? Can we submit more than 5, the total number of needs that you have?

Response #1. The most qualified candidates who would be available should be submitted.

Question #2. Is the "Minimum Skills Worksheet" from ASAP.IT required for the Java resources. If yes, then which one(s)?

Response #2. The Java Developer skill worksheet is the closest to what we are looking for, but we are looking for Senior Java Developers with at least 5 years of experience.

Question 3. Re: the selection process, will you select resources based solely on the RFO Response, or will candidate interviews be required?

Response #3. Finalist(s) will be interviewed by MnSCU.

Question 4. Will you select just one vendor for all Java resources, or could you select two or more vendors based on the resumes of the candidates submitted?

Response #4. It's in MnSCU's sole interest to do what is best for MnSCU.

Question #5. We would like to know how critical is experience with Groovy and Grails technologies; Can we submit without this or get exact Groovy and Grails technologies as they have in their environment?

Response #5. Groovy & Grails Technologies is very important to us & we would not accept candidates without this experience as we can't afford to be training them.

Question #6. Will you be using one consulting company for all resources or can they be split between multiple vendors?

Response #6. It's in MnSCU's sole interest to do what is best for MnSCU.

Question #7. With the time line, what happens if the resource chosen is no longer available at start date?

Response #7. As the start date will be close to the selection process, we expect that proposed resources will be available.

Question #8. If we were awarded the contract and someone is no longer available, will we be able to submit a new candidate of equal or greater skill level for consideration?

Response #8. We would address this situation if/when it occurred.

Question #9. Is interview part of proposal process? If so, when would that happen in the RFP review process?

Response #9. We anticipate interviews would occur in early June 2014.

Question #10. If you intend to interview candidates, what does that process look like? (phone only ok, onsite mandatory, one interview or two, etc.).

Response #10. We preferred an in-person interview. We may choose to do follow-up phone or Skype interviews with different MnSCU staff.

Question #11. Will you accept a “phone only or Skype” interview for candidates who are out of town?

Response #11. We prefer an in-person interview.

Question #12. What is the breakup of resources needed in St. Paul vs. Waite Park locations?

Response #12. St. Paul = 2+; Waite Park = 2+;
The 5th resource could be at either location

Question #13. What would happen if the resource had to end their employment before the 2 year mark, due to unforeseen circumstances?

Response #13. We would address this situation if/when it occurred.

Question #14. Do we have any project ownership responsibilities?

Response #14. No.

Question #15. How many companies were given the opportunity to respond?

Response #15. This is a SITE request for offers. All SITE Contract holders.

Question #16. Please define what occasional travel means.

Response #16. Travel to other MnSCU development locations (St. Paul, Waite Park, Bemidji, Moorhead, & Granite Falls) are possible based on team work, but would be infrequent. Most of our teams are located at Waite Park & St. Paul, so most meetings are at those 2 locations.

Question #17. Are there any incumbent vendors/resources responding to this?

Response #17. We will not know until we receive the responses.

Question #18. Are these three documents required to submit a response to this RFO? Ex. We do not have an affirmative action certificate yet. It appears it is required. Please confirm if we need this to participate in this RFO.

- o Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- o Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
- o Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Response #18. They are required as part of the SITE Program requirements.

Question #19. Is there a percentage increase for Minority owned businesses like there is Veteran owned businesses?

Response #19. We follow the State policies, and Vendor must be registered with the State as required by the Department of Administration/MMD.

Question #20. What methodology(s) do you use? Are you seeking consultants who have experience with that methodology(s)?

Response #20. We use a flavor of Agile. The consultants will be working with teams that use this methodology.

Question #21. Desired skills are listed as having 40% weight in the evaluation process. Does that apply equally to all desired skills, or does 1 or more of the skills outweigh the others?

Response #21. Each desired skill will have different weights.

Question #22. Will you be interviewing candidates? If so, what is the typical interview process (single interview, multiple interviews, group interview)?

Response #22. We preferred an in-person interview. We may choose to do follow-up phone or skype interviews with different MnSCU staff.

Question #23. Are there incumbent J2EE Developers currently in the positions?

Response #23. That contract expires June 30, 2014.

Question #24. How many candidates can we submit (we normally would submit up to 2 per position)?

Question #24. The most qualified candidates who would be available should be submitted.

Question #25. Do you anticipate bringing all resources on-board at the same time? If not, please describe the on-boarding process that you anticipate using?

Response #25. We have work for all resources to start as soon as possible

Question #26. What makes a J2EE Developer successful at MNSCU?

Response #26. We are looking for Senior J2EE Developers to work with our existing teams in an augmentation basis. See 'Responsibilities Expected of Selected Vendor' section of the RFO

Question #27. What is your desired hourly rate for these positions? What is your maximum hourly rate for these positions?

Response #27. MnSCU is a steward of taxpayer funding. MnSCU is a steward of taxpayer funding. Provide your best pricing, as it will be negotiated.

Question #28. Do we need to provide an all inclusive hourly rate or will the Travel, & Boarding & Lodging expenses be reimbursed as per State of MN's travel policy?

Response #28. Provide an hourly rate. If your candidates aren't local, you will need to estimate your weekly reimbursable costs so we can calculate total cost.

Question #29. Please specify how many days in a week does the consultant have to work in each of the primary locations. Also please provide the % of travel that may be involved to outstate locations.

Response #29. Consultants will be assigned to one of the primary locations and will spend majority of their time at that location. There will be a need to travel to one of the other sites on occasion based on project need.

Question #30. Please provide the specific % of Job Duties.

Response #30. Percentage of time will depend on project work. See 'Responsibilities Expected of Selected Vendor' section of the RFO

Question #31. Is the Application Support work bound by SLAs ? Will the vendor be held responsible for non-compliance of SLAs and the financial penalties?

Response #31. No response.

Question #32. Can we submit more than 5 resumes for the 5 positions? Is there a restriction on the number of resumes to be provided?

Response #32. The most qualified candidates who would be available should be submitted.

Question #33. Will the State of MN choose all the 5 candidates from the same vendor or will the positions be filled by multiple vendors?

Response #33. It's in MnSCU's sole interest to do what is best for MnSCU.

Question #34. Do all the 5 candidates start at the same time July 2014 as anticipated?

Response #34. We have work for all resources to start as soon as possible

Question #35. Pls. specify the normal business hours, _____ a.m. to _____ p.m. Monday through Friday in (your time zone) & holiday policy.

Response #35. 8:00am to 4:30pm Monday through Friday.

Question #36. If the consultants are not able to execute the project due to inadequate support from different departments at State of MN, pls. suggest the escalation process.

Response #36. Escalation would be to project owner(s).

Question #37. Please detail your termination clause due to unsatisfactory performance, the notice period & resource change request & resource replacement request procedure.

Response #37. This would be spelled out in detail in a formal agreement (contract).

Question #38. Do you accept candidates who are not US citizens but authorized to work in the United States?

Response #38. Yes.

Question #39. In Submission Format part (page4), at Overall Experience, item 1: It is stated that “if pass/fail requirement are not met, the State reserves the right to discontinue further scoring of the proposal.” Does it mean we need to restate this sentence in our response?

Response #39. Not enough information to form a response.

Question #40. In Submission Format part (page4), at Overall Experience, item 5: it is required to provide 3 references. Should we provide our reference (vendor’s references) or candidate/resource references?

Response #40. Candidates references only.

#41. We are approved in the categories of Analyst, Developer/Programmer, and Web Application Design and Development. However, our maximum bill rates are different for each category. Since this RFO requires approval in all categories, are we allowed to bill at the highest rate?

#41. We cannot advise on how you should respond.

#42. The RFO indicates that Groovy Grails is a pass/fail requirement. If this is the case, could you define what “demonstrated experience” means? Is there an ideal number of years of experience you are seeking? Conversely, since this skill is in great demand and hard to find, is there an alternate technology/skillset you would find acceptable?

#42. Response. Groovy & Grails Technologies is very important to us & we would not accept candidates without this experience as we can’t afford to be training them.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: