

Request for Offers (RFO) Addendum

RFO Number: RFO 0009

Addendum Number: One

Date of Addendum: June 25, 2014

Original Due Date, Time: Thursday, June 26, 2014; 2:00 PM CT

Revised Date, Time (if changing): _____

Title: Early Childhood Longitudinal Data System

SCOPE OF ADDENDUM

The following are changes to the RFO:

Questions and Answers

1. Is there an incumbent vendor/consultant currently in this role?

There has been an existing vendor under the 902TS program, which has been replaced by the SITE program.

2. Please clarify the desired skill for K-12 experience. Is this skill a must have to be selected as the candidate? What is the weight of that experience going to play in the selection process of the candidate.

The desired candidate will have had some background in K-12, although it is not an absolute requirement. Suitable similar experience will carry equal weight.

3. Will you accept a phone or Skype interview for candidates that are out of town? Do you know what the interview process will look like?

Yes, Skype interviews are acceptable. The proposals will be scored, and the top three vendors will be contacted for interview.

4. How many companies were given the opportunities to respond to this RFO?

Any company that is certified to be a part of the SITE program is eligible to respond, so a certain number cannot be provided until all responses are received.

5. Are there any incumbent vendors/resources responding to this RFO?

Refer to question 1.

6. How big is the team this resource will be working with?

The team will consist of a varying number of members depending on the phase of the project. The team size should never exceed team members.

7. What specifically will they need to be able to do with SQL?

Data validation queries.

8. How will this role interact with the PM role you have open since both openings are looking for 5 years of PM and BA experience?

The business analyst is expected to work closely with the PM and we are looking for both knowledge and experience in both areas.

9. Is there a budget rate you are targeting? We are aware of the SITE rates and that we need to be competitive but, is there a cap you are looking to be under?

The target overall budget is \$225,000 and the rate should be under that max SITE rate.

10. Please confirm that 100% of work being done by the selected BA resource will be done at 1500 West Highway 36, Roseville, MN?

Confirmed, although there may be meetings that occur at the Office of Higher Education, and the Department of Health, both located in St. Paul.

11. Please confirm that travel isn't expected to perform the duties outlined in this RFO?

Confirmed, with the caveat noted in question 10.

12. Please confirm that 5yrs of PM experience is required for this candidate?

Confirmed.

13. If a candidate has 5+ years of BA experience, but not 5 years of PM experience, will that candidate be graded as "fail"?

No, they would not be graded as "fail".

14. Please confirm that MnDE expects to secure this resource on a Staff Augmentation, Time and materials basis?

Confirmed.

15. Please confirm that MnDE will payout based on MnDE approved timesheet submitted by the selected resource?

Confirmed.

16. Please confirm that it's the expectations of MnDE that the cost proposal only need to include the submitted candidate name and bill-rate?

Confirmed.

17. RFO evaluation process states that 20% of the submitted proposals will be graded on the "Work Plan", but there is no work plan requirement as this looks to be a T&M RFO. Please clarify what MnDE expects vendors provide or a work plan?

18. What is the technical environment for this project?

SQL data warehouse, WebFOCUS reporting tools, potentially Java.

19. Is there a team in place with whom this hire is required to work? If yes, the team skill sets?

The team will vary based on the phase of the project. Business participation from Early Childhood Education will inform the technical team. Technical skillsets of the team include SQL data warehousing, WebFOCUS reporting skills, and at times may include Java programmers and Oracle UCM experts.

20. Does the candidate need to know any coding in any specific software languages?

The candidate will not be expected to perform any coding duties.

21. Do you utilize manual or automated testing processes, tools?

We use a combination of manual and automated testing processes and tools.

22. Is this a fixed-price bid opportunity?

No, this is a time and materials based opportunity.

23. Can we submit multiple candidates for this RFO? If so, can we submit more than one candidate in the same response, or do we need to submit an entirely new response for each candidate?

You can submit multiple candidates, and they may be included in the same response.

24. Are there any incumbent?

Please refer to question one.

25. Is there any "not to exceed" bill rate for this position?

The range of rates approved for the SITE program are the parameters not to exceed.

26. In Submission Format, in Overall Experience- item 4 (page 3), it is mentioned that "Also include the name of One reference...": Do ask us to provide the candidate's reference or vendor' reference?

Please include the name of the candidate's reference.

27. In RFO Evaluation Process (page 3), the Work Plan is one of criteria in the evaluation (20%). However, it is not required/listed in Submission Format. Please confirm that we are required to include it in our submission. If yes, could you please let us know more detail: what does the department expect the candidate/vendor to provide in Work Plan?

The work plan refers to how candidates can fulfill deliverables.

28. In the Business Need section of the RFO document it indicates the State is seeking one resource. Are vendors to submit more than one candidate for the position? If so can one proposal contain multiple resources or does each resource need a separate RFO response?

Yes, multiple candidates can be submitted. One response is acceptable.

29. In the RFO Evaluation Process section of the RFO document it states that one of the four evaluation criteria is "Work Plan (20%)". What information is the State interested in seeing from vendors to address this criteria?

The work plan refers to how candidates can fulfill deliverables.

30. Is it possible to do a Skype interview for Non local candidates?

Yes.

31. Is it necessary for MN registered corporation to submit signed Resident vendor Form?

No

32. Is it necessary that the following documents should have a signature with current date?

Affirmative Action, Affidavit of non-collusion, Certification Regarding Lobbying , Resident Vendor Form

Yes.

33. Is 5 years of Project Management a requirement for the role of Analyst?

(I can understand that for RFO0008 but did this get included by mistake on RFO0009?)

Yes.

34. We did have one question surrounding the requirements for the Analyst. The required skills include 5 years of experience within project management. Does that mean an analyst who has worked directly under a project manager would be applicable? Or does the analyst him/herself need to have 5 years of experience being a project manager?

Five years working under a project manager is the requirement.

35. Is the Business Analyst position posted in RFO0009 a new position that is being added to the team, or is this the renewal of an existing position?

Please refer to question 1.

36. Is there an incumbent for this position?

Please refer to question 1.

37. The RFO says 20% of the evaluation is based on Work Plan. What is the RFO seeking in a Work Plan?

The work plan refers to how candidates can fulfill deliverables.

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: