

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services @ Minnesota Department of Labor and Industry (DLI)

Project Title: Apprenticeship Registration System Modernization

Service Categories: Database Administration/Development

Developer/Programmer

Program/Project Management

Systems Analyst

Web Application Design and Development

Business Need

As part of the agency plans to expand its use of technology to improve business processes, the Department of Labor and Industry has a need to expand the current licensing system to add Apprenticeship registrations. This expansion will: improve the technology; improve the business processes, modernize the system; and gain greater efficiency in providing government services to the citizens.

The goal of this project is to expand the capability of the current licensing system to add functionality to provide for greater efficiency. The business objectives include: determining the business requirements, determining the technology requirements to add the functionality to the existing licensing system, and implementing this new functionality.

Project Deliverables

- Detailed project plan for requirements, development and implementation of the system
- Requirements/Detailed design document
- Gap analysis review of what modifications are required with the existing licensing application to determine a strategy for leveraging that functionality
- Completion of required coding and system testing
- System Implementation
- System documentation for future support and maintenance of the program

Project Milestones and Schedule

- Anticipated Project Start Date – Two weeks after contract execution
- A detailed project plan with tasks and milestones will be developed upon selection of the vendor
- Project End Date – 6/15/2015

Project Environment

- DLI Enterprise – Intel platform, Informix 11.50 FC-3, Sun Studio 12, Solaris 10 operating system, PowerBuilder 12.5, C Programming language, SQL, Korn shell scripting, ASP.NET
- DLI Software – Microsoft Office Suite 2010+ for Word and Access, Window 7 Operating system
- Selected vendor will have access to the following MN.IT @ DLI and Department staff:
 - Database Administrator familiar with both the current Apprenticeship system as well as the Department licensing system:
 - PowerBuilder and C developers familiar with both the current Apprenticeship system as well as the Department licensing system.
 - .NET developers familiar with both the current Apprenticeship system as well as the Department licensing system
 - Business Subject Matter Experts (SME) as required

Project Requirements

- The proposed solution **must** leverage the existing DLI enterprise and licensing environment
- The selected vendor may be required to work on site at the DLI offices in St. Paul, MN.
- The selected vendor must provide documentation and knowledge transfer that will allow MN.IT @ DLI staff to support and troubleshoot in the future.
- The proposed solution must comply with State of Minnesota information security policies and standards.

Responsibilities Expected of the Selected Vendor

- Facilitation of user requirement sessions
- Creation of a requirements/detail design document
- Creation of cost and time estimation for the requirements, development and implementation tasks
- Following completion of the requirements, confirm development and implementation cost and time estimates
- Design, code and test application to meet key business requirement
- Migration of existing data to the new solution
- Utilize the existing technical environment currently in place at the department
- Implement a change control process
- Create a project plan
- Work with the appropriate MN.IT management to provide work direction to MN.IT staff assigned to assist with the project
- Create technical documentation of the final solution
- Create testing and acceptance criteria for the business

Required Skills (to be scored as pass/fail)

Required minimum qualifications:

- Vendor must be eligible for all five service categories
- PowerBuilder programmer with a minimum of six years programming experience
- C programmer with a minimum of six years of programming experience
- Project Manager with a minimum of six years of project management experience

Desired Skills

- Informix DBA skills
- Korn shell (ksh) scripting
- Structured Query Language (SQL)
- Data migration knowledge

Process Schedule

Deadline for Questions	7/8/2014, 1:00 p.m. CT
Anticipated Posted Response to Questions	7/10/2014, 1:00 p.m. CT
Proposals due	7/18/2014, 2:00 p.m. CT
Anticipated proposal evaluation begins	7/21/2014, 9:00 a.m. CT
Anticipated proposal evaluation & decision	7/28/2014, 9:00 a.m. CT

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Betty Baron
Organization: MN.IT@DLI
Email Address: betty.baron@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

- Experience - 40% (Developing in the project environment and Programming experience in the required languages and tools)
- Proposed Work Plan – 30%
- Cost – 30% (provide an hourly rate for each proposed candidate)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

Cover Page:

Vendor Name
Vendor Address
Vendor City, State, Zip
Contact Name for Vendor
Contact's direct phone/cell phone (if applicable)
Contact's email
Resource Name being submitted
Cost Proposal as a separate attachment, labeled: Apprenticeship Registration System Cost Proposal

Overall Experience:

1. Provide an overview of the respondents experience and qualifications that relate directly to this project and required deliverables.
2. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
3. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
4. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
5. Also include the name of two references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.

Proposed Work Plan:

Provide a proposed detailed work plan and schedule for completion of the tasks and deliverables.

Cost Proposal:

Provide a cost summary sheet of the hourly rate for all resources submitted and their proposed estimated number of hours on the project. **This should be provided as a separate attachment.**

Required Statements:

- Conflict of interest statement as it relates to this project
 - Required forms to be returned or additional provisions that must be included in proposal
- a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 - c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 - e) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - Responses should be addressed to Betty Baron
 - Response must be submitted via email to betty.baron@state.mn.us
 - Label the response – Apprenticeship Registration System
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/oet/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to certified small businesses that are majority-owned and operated by:

1. recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
2. veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
3. any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.