

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

**The Office of MN.IT Services @
Minnesota Department of Public Safety/Bureau of Criminal
Apprehension**

Project Title: Predatory Offender Registry Application

Category: Web Applications Specialist - .NET/ASP

Business Need

The Department of Public Safety's Bureau of Criminal Apprehension (BCA) requests proposals for a staff augmentation resource to assist State staff with a project that is currently underway within the Minnesota Justice Information Services (MNJIS). This project will replace an outdated application and provide a more robust integrated web application to our internal users.

Overview of Project

- **The Predatory Offender Registry (POR)** is currently a Microsoft Access application which allows the BCA to monitor individuals who are required to register. The current Access application will be replaced by a web application. The project is currently in progress and is in need of additional resources to complete the effort. Database will be compatible with Microsoft SQL Server 2008. The new POR will be compatible with Windows 7. The staff augmentation Service Category resource required is Web Application Specialist to work closely with BCA staff to complete work on the new POR system.

Project Deliverables

- Creation of a new .NET web application to replace the current Access application used by the internal POR staff. This includes user documentation on how the current functionality is operating in the new POR RMS.
- Complete the digitization of internal documents which are currently FAXed to Law Enforcement.
- Replacement of the verification letter printing process.
- List of recommendations for future POR RMS enhancements and integrations.
- User and administrator documentation

Project Milestones and Schedule

- Project Start Date: October 6, 2014
- End Date: February 2015 with a possible 1 year extension to February 2016 if the project need warrants and funding is available.

Responsibilities Expected of the Selected Vendor

- BCA requires that vendors screen their candidates being submitted meet the qualification presented in the candidate's resume. Verification that the candidate's skills and experience are accurately reflected in their resume is the responsibility of the company prior to submitting the candidate as a resource for one of the Service Categories listed for one of these projects.
- Ensure candidate is only submitted once – duplicate submissions for the same candidate will be disqualified
- Verify with candidates they will be required to submit to fingerprinting and background investigation as a condition of contracting at the BCA. All work must be done on site due to security issues.
- Each vendor may submit up to two (2) candidates for consideration. The State is only anticipating the need for one (1) resource.

Required Skills (to be scored as pass/fail)

Required minimum qualifications

1. Five (5) years' experience as a .NET Programmer – Senior role.
2. Three (3) engagements as .NET Programmer – Senior.
3. Six (6) engagements lasting more than 3 months in .NET Programmer – Senior role.

Desired Skills

Knowledge and experience of the capabilities of various technical environments are desired including:

1. Eight (8) engagements designing, coding, implementing and testing .NET framework applications and strong knowledge of web-based applications.
2. Six (6) engagements developing and implementing Web Applications with Microsoft Visual C# and Microsoft Visual Studio.NET.
3. Six (6) engagements developing XML Web Services and Server Components with Microsoft Visual C# and the Microsoft .NET Framework.
4. Five (5) engagements analyzing requirements and defining Microsoft .NET Solution Architectures.
5. Five (5) engagements designing and implementing databases with Microsoft SQL Server Enterprise Edition. Experience in identifying, analyzing/resolving.
6. Four (4) engagements managing, organizing, and delivering IT Projects by using Microsoft Solutions Framework tools.
7. Four (4) engagements implementing security for applications with Microsoft Visual C#.
8. Four (4) years' experience developing software for criminal justice users.
9. Experience working with and knowledge of a Predatory Offender Registry. .

Process Schedule

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|--|---------------------------------|
| • Deadline for Questions | August 19, 2014, 2:00 p.m., CDT |
| • Anticipated Posted Response to Questions | August 21, 2014, 2:00 p.m., CDT |
| • Proposals due | August 26, 2014, 2:00 p.m., CDT |
| • Anticipated proposal evaluation begins | August 28, 2014 |
| • Anticipated proposal evaluation & decision | September 23, 2014 |

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:

Maureen Janke, Contracts and Grants Manager
Department of Public Safety - BCA
Maureen.janke@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

- Desired Skills 70%
- Cost 30%

*NOTE: As candidate moves through the interview process the qualification score will be recalculated based on interview responses provided to questions.

Initial interview pool will be selected based on resumes provided. In person interviews are preferred. The BCA will allow video/phone interviews if the candidate is outside the Twin Cities area.

It is anticipated that the evaluation and selection will be completed by **September 23, 2014**.

The individual selected for this project will work closely with MNJIS and other department personnel throughout this project. It is possible that the individual will prepare outlines or rough drafts of certain products, which will be completed by MNJIS or state agency staff.

The individual selected for this project must first pass a full criminal background check, including fingerprints. The background investigation and fingerprinting will be conducted by the BCA, and the BCA reserves the right to decline any contractor's staff accordingly. Selected individuals by the BCA from this RFP process will be required to complete and submit the Background Investigation forms to the BCA within a designated time period which will be defined and provided by the BCA to the individual should the individual be selected by the BCA to advance in the selection process. Contractor companies are responsible for the cost of the background check as charged to the BCA by the FBI. Payment (\$24.25) is due upon submission of the background packet for processing.

Due to security reasons contractor's resources must perform duties at the BCA headquarters in St. Paul, Minnesota.

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 (email body):

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

Responders must submit the following information:

1. Cover Letter addressing the following:
 - a. A statement regarding the selection and screening process the vendor has taken to ensure the candidates presented meet the minimum skills and are suitable to perform the duties of these positions.
2. Resume(s)
 - a. A resume of the candidate's background and experience emphasizing the skills and work experience for the resource skill candidate's resume is being submitted that pertain to the above requirements. NOTE: Ensure the candidate is accurate in their assessment of their skills and experience. Embellished resumes will be cut from selection pool and not considered.
 - b. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
 - c. 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. Attach each resume with the following file naming convention. 'Candidate Name'_'Company Name' (example: Maureen_Janke_BCA). Ensure the name provided is the candidate's legal name. EACH RESUME MUST BE A SEPARATE FILE.
3. References
 - a. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. Also include the name of three (3) references who can speak to the candidate's 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.
 - b. If required skills are not met, the State reserves the right to discontinue further scoring of the proposal.
3. Cost detail. List each candidate being presented with their hourly rate. One cost sheet per company submitted as detailed below in a separate file marked. Naming convention for Cost Sheet – 'company name'_Cost Proposal.

4. 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:
- All proposals must be sent to:
 - Maureen Janke, Contracts and Grants Manager
 - Department of Public Safety - BCA
 - Maureen.janke@state.mn.us
- 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.