

# IT Professional Technical Services

## SITE Program

T#:14ATM

**Request for Offers (RFO)**

**For Technology Services**

**Issued By**

**The Office of MN.IT Services @ Department of Public Safety**

**Project Title: MNLARS**

**Category OR Categories: Developer/Programmer**

### **Business Need**

The Minnesota Department of Public Safety (DPS) is in need of an individual to provide the Minnesota Department of Public Safety, Driver and Vehicle Services E-Support project with staff augmentation for the following skill set: .NET Programmer. This individual will be responsible for the implementation of the integration between the Driver and Vehicle Services (DVS) ESupport system and the Minnesota License and Registration System (MNLARS) Oracle Identity and Access Management solution.

### **Goal**

The goal of the Minnesota Licensing and Registration System (MNLARS) project is to improve system operability, stability, record keeping, security, and customer service for the Minnesota driver's license and motor vehicle registration systems.

Outcomes included in this MNLARS project work will be:

- Updating interfaces with other state and federal entities, DVS remote locations, subcontractors, law enforcement and the public
- Improving and updating methods of operation when necessary
- Adding additional data to current driver's license and motor vehicle records that will be able to be recorded and retrieved electronically upon demand

The results of these systems operations will be the federally mandated automatic electronic operation of driver's license and motor vehicle record checks for all official DVS sites, and the transmission of data to and from law enforcement, federal agencies, and other states. These functions must be able to be performed in an electronic manner and be verifiable and updated, as required by state and federal legislation.

The contractors' staff (contractor) selected and assigned by the MNLARS Project Director for this project will augment existing MNLARS staff that is assigned, and consult on MNLARS projects as directed.

The contractor will interface with the MNLARS staff to work on integrated projects to make modifications and enhancements to existing DVS systems and implement new DVS systems that conform to the overall MNLARS goals. The MNLARS architecture will be consistent with the State of Minnesota Enterprise Technical Architecture.

**Required Skills (to be scored as pass/fail)**

Required minimum qualifications:

<b>Experience</b>	<b># of Years</b>
C#	5
C++	5
Classic ASP	5
SQL Server Development (T-SQL and database design)	5

**Desired Skills**

<b>Skill or Experience</b>	<b># of Years</b>
Knowledge\experience in integrating applications with Oracle Access Manager	2 years
Knowledge\experience working with Oracle Access Manager APIs	2 years
Knowledge\experience in programmatically accessing LDAP and Active Directory	2 years
Knowledge\Experience in secure development techniques	2 years

**Process Schedule**

Deadline for Questions: Questions are due at 2:30 p.m. Central Daylight Time (CDT), on Thursday, August 21, 2014. Questions and responses to the questions will be posted as an Addendum to the Event by 4:30 p.m. CDT, on August 22, 2014.

Proposals due	August 27, 2014 at 2:00PM
Anticipated proposal evaluation begins	August 29, 2014
Anticipated proposal evaluation & decision	September 8, 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:

Name: Patrick Obele

Organization: MN.IT @ Department of Public Safety, MNLARS Project

Email Address: patrick.obele@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

All responses received by the End Date and time will be reviewed by the State. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to interview a short-listing of candidates who have received the highest scores. In the event interviews are conducted, the State reserves the right to adjust the scores given to the written submissions based on additional information derived during the interview process.

The state reserves the right to seek best and final offers from one or more responders. A 100-point scale will be used to create the final evaluation recommendation.

**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.**

## Evaluation Factors

The factors and weighting on which proposals will be judged are:

- Capabilities of candidate based on experience and background on similar projects (70%)
- Cost (30%)

## Contract Term

The term of this contract is anticipated to run from approximately August 16, 2014, through August 15, 2016, with the option to extend 2 additional 6 month periods.

## Location of Work

All persons selected through this Request for Proposals process are required to work on-site at the department's office located at 445 Minnesota Street, Suite 200, St. Paul, Minnesota.

## Background Check

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 MN.IT @ DPS reserves the right to decline any contractor's staff accordingly. The selected individual(s) from this RFO 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 to the individual should the individual be selected 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.

## 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

### Overall Experience:

1. 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.
  2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
  3. 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.
  4. Also include the name of 2 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.
- 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:
  - Patrick Obele
  - Label the response “Attention: MNLARS ESupport IAM Developer Solicitation”
  - Cost must be submitted as a separate document
  - Submit via email to [patrick.obele@state.mn.us](mailto:patrick.obele@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](mailto: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](mailto: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:

- a) Intentional, willful, or negligent acts or omissions; or
- b) Actions that give rise to strict liability; or
- c) 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 organizational 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](mailto: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.