

# RF00015 Worker's Compensation System Modernization Planning - RFO

## Addendum 3 – Proposed Interview Schedule

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The State is proposing the following dates and times for scheduled interviews with the finalists for this RFO. Vendors who are selected should anticipate notification on 10/13/14 and should be make every effort to have resources available during one of the times below:

All interviews will be held at the Department of Labor and Industry, 443 Lafayette Rd N., St Paul, MN 55155.

Monday October 20, 2014 – 10:00 – 12:00

Tuesday October 21, 2014 – 10:00 – 12:00

Wednesday October 22, 2014 – 10:00 – 12:00

Prior to the interviews selected vendors will receive direction as to the format for the interview.

# RF00015 Worker's Compensation System Modernization Planning - RFO

## Questions and Responses – Addendum 2

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1. How much is the budget for this requirement?

**The budget of the project is \$500,000.00.**

2. Is there any incumbent for this?

**No.**

3. If yes, what is the name of incumbent?

**N/A**

4. Kindly clarify as how many resources are needed and of what skill set i.e. requirement specifies a Project Manager and a Business Analyst with 6yrs experience each and it will be scored pass/fail? As it is mentioned-
- The proposed project manager must have a minimum of six years of project management experience
  - A minimum of one of the resources proposed to complete the business analysis must have a minimum of six years of business analysis experience

**The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.**

5. As part of the Compliance, Records, and Training (CRT) function, are claims for workers compensation and medical fee dispute claims handled via the same mechanisms and business processes?

**Claims for workers' compensation and medical fee dispute claims are both filed with DLI and scanned into our imaging system, however, the business processes following scanning depend on the type of claim filed.**

6. For the Analysis of Current Workers' Compensation system and business process requirements deliverables, does the agency expect to engage any external stakeholders? If so, can these stakeholders be identified and defined?

**Under Project Environment in the RFO are two external entities listed – the Office of Administrative Hearings and the Workers' Compensation Court of Appeals. Both will have to be engaged. The other entities listed in the bullet are part of DLI. It is possible that one or two EDI trading partners will have to be consulted, as well. See also the answer to # 15 below.**

7. Does the agency use an outside FROI/SROI EDI vendor?

**DLI agrees to accept EDI transmissions from certain vendors hired by our EDI trading partners and transmits acknowledgement records back to the same vendors. However, the department does not outsource its EDI processing.**

8. Is there a current or anticipated direction that MN.IT will require various state agencies to centralize to a common application platform?

**MN.IT Services has enterprise technology standards but they are not limited to one specific common application platform.**

9. Is part of the technological direction to either retain or migrate away from Informix?

**There is an enterprise technology direction to migrate away from Informix.**

# RF00015 Worker's Compensation System Modernization Planning - RFO

## Questions and Responses – Addendum 2

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10. Can you share what the agency has budgeted for this effort?

**The budget of the project is \$500,000.00.**

11. The Submission Format (Overall Experience) #2 requires bidders to include details of our capabilities related to the Required Skills. The Required Skills 4th Bullet asks for three references.

- Additionally, the Submission Format (Overall Experience) #9 requires bidders to provide three references.
- Please clarify in which section these three references should appear, and how (if at all) the two sections vary.

**The required skill will be evaluated using the respondent's answer to #9 under the overall experience response requirement.**

12. Does the DLI have a preference for developing a custom system vs. purchasing and configuring a COTS?

**No.**

13. Has the DLI pursued participation in a multi-state consortium for implementation of a workers' compensation system? If so, which consortium(s)?

**No. However, the selected vendor may explore systems used by other states to facilitate their workers' compensation program activity. We are also aware of one instance where a state's EDI data processing program has been shared with other states that have configured it to meet their needs; we will share information about this state with the selected vendor.**

14. Does the DLI consider this project to be a technology-driven initiative or a business-driven one?

**This project is considered a partnership between technology and business.**

15. Will the department help identify the current users of their web applications and assist in facilitating the interviews of customer users by providing meeting space and possibly assist in inviting such users to these meetings?

**If DLI determines that input from external stakeholders is necessary (e.g. attorneys, QRCs or trading partners utilizing web applications), DLI will direct the Project Manager to assist in gathering the input.**

16. We are qualified under the Analyst, Architect, and Program/Project Management categories but not under the Systems Analyst category. Can we still bid on this project if we meet all the other qualifications? If not, may we apply for the System Analyst category and this month while submitting our proposal?

**The vendor must be qualified in all categories at the time the RFO was posted.**

17. Approximately how many business processes should the contractor expect to map during the analysis of the current worker's compensation system?

**See Attachment 2 to the RFO, which defines the programs and functions of each unit. There is not an identifiable number of business processes.**

18. For development of the cost estimates and technology options, does the State have preferences regarding how the contractor may conduct this market research?

**The vendor should define the methodology of how they plan to conduct the research.**

# RF00015 Worker's Compensation System Modernization Planning - RFO

## Questions and Responses – Addendum 2

---

19. Would a Request for Information be acceptable to determine the percentage of requirements that will be met with each option?

**The State would consider options for determining the percentage of requirements. These options should be included in your overview of methodologies required in overall experience #6 (page 6 of the RFO).**

20. Do we need to include the statement under RFO Evaluation Process (top of page 6 of the RFO) with a %?

**No. Per the RFO (page 10) foreign outsourcing of work is prohibited.**

21. Are there current state process flows for the business processes or will process flows need to be created from scratch?

**There are process flows and procedure manuals that will be made available to the selected vendor. Some manuals may be outdated and some business processes may not be documented currently in a work flow and will need to be created from scratch.**

22. Is the State assigning any resources to work on this either fulltime or part-time? If resources are being assigned, please provide a list of those resources (titles and number of each).

**State resources will be assigned dependent upon the final project plan agreed to by the selected vendor, DLI and MN.IT.**

**See Attachment 2 to the RFO for the number of resources.**

23. What will the availability be of the State's Subject Matter Experts (SME's) for interviews, group sessions, etc.? Will they be available as needed for this? Are there things that may impede their ability to participate, as needed? If so, what provisions is the State making to insure that resources are available in a timely manner so work can be completed on time?

**This is a priority project and individuals have been identified to participate in interviews and group sessions. While these individuals may have other commitments, they and their managers understand the importance of making themselves available for this project.**

**Hours of availability will be agreed to based upon the proposed work plan and with the agreement of the State and vendor PM.**

24. There is a 16 week Milestone Schedule with an anticipated start date of October 15th and a project end date of June 15, 2015. Based on the milestone schedule the work would end on February 14th, 2015. Please provide further clarification on the end date of June 15, 2015 (i.e., are you anticipating that the team would continue on past the end of the 16 week schedule, for next steps in the project? )

**The project start date and duration listed in the RFP is an estimate. A final schedule will be agreed to by the selected vendor and the state. The project must be completed by 6/15/15.**

25. Is there a possibility of an extension beyond the end date?

**The project must be completed by 6/15/15.**

# RF00015 Worker's Compensation System Modernization Planning - RFO

## Questions and Responses – Addendum 2

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26. Under Required Skills there are skills listed for a Project Manager and Business Analyst. We also understand that a technical resource will be needed for system review/design. Does the State have a preference on the type of resource that would conduct the system work for this ( i.e., Technical Architect, Systems Analyst, etc.)?

**The respondent must submit a resource(s) that meets the required skills. We do not have a desired preference.**

27. Will the State be interviewing individual team member candidates for the work or will the winning vendor select the team that they will provide?

**The State anticipates that all individual team member candidates will be available to interview. In addition the state will approve all team members for this engagement.**

28. Will the State ask finalists to present their proposal?

**The finalists will be asked to present their proposals during the interview process.**

29. Will the requirements gathered during this project be used for an RFP for a new system?

**The requirements may be used for a future RFP or RFO.**

30. Please provide more information on the format that the State wants the technology options to be presented in, for the final report (i.e., level of detail, vendor literature, chart with options and benefits/disadvantages, etc.)?

**The State would consider options for the final documentation related to the technical options. These options should be included in your overview of methodologies required in overall experience #6 (page 6 of the RFO).**

31. Is it an expectation that we bring in technology vendors for presentations as a part of our evaluation process?

**The State would consider options related to the technical options evaluation process. These options should be included in your overview of methodologies required in overall experience #6 (page 6 of the RFO).**

32. Is there a preference on the methodology that is used for this work?

**The State would consider options for methodologies for this work. These options should be included in your overview of methodologies required in overall experience #6 (page 6 of the RFO).**

33. Can we submit two candidates for each position, so that in the event a team member is placed at another client before the State makes a decision, that we will have another qualified resource ready to go?

**The vendor may submit as many resources as required by the proposed work plan to complete the work as defined in the RFO.**

34. Is there an incumbent for this work?

**No.**

35. Is there a budget for this work? If so, can you please share the budget for this work?

**The budget of the project is \$500,000.00.**

### **ADDENDUM 1 to RFO0015**

RFO0015, Worker's Compensation System Modernization Planning, was posted to the SITE website on August 26, 2014. The RFO included references to Attachment 1 (Description of Imaging Application Environment) and Attachment 2 (Description of Units and Functions), which were to be posted along with the RFO. These attachments were mistakenly omitted at the time of the original posting of the RFO. The RFO has now been updated to include both attachments. This Addendum is to inform the eligible vendors that this has occurred.