

Request for Offers (RFO) Addendum

RFO Number: RFO0027

Addendum Number: One

Date of Addendum: December 12, 2014

Original Due Date, Time: December 16, 2014; 2:00 PM CT

Revised Date, Time (if changing): Not Applicable

Title: Longitudinal Data System

SCOPE OF ADDENDUM

The following are changes to the RFO:

Questions and Answers

I'm wondering if the 4 resources the state is requesting for this project need to work onsite at the Department of Education or if a remote team can be provided to complete this work effort?

Our preference would be on site at the MN.IT @ Education's office of 1500 Highway 36 West, Roseville, MN. However, a remote team will be given consideration.

Is there any incumbent?

Yes, there currently is an incumbent

Do you have an approved budget amount for this project that you can share with us?

The budget for the overall project is not germane, as the work will be performed on as needed basis. Further, overall project amount is not able to be determined until the conclusion of the upcoming legislative session.

Do you estimate the maximum hours for each position that you can share with us?

At this time, we can only estimate hours through the end of the fiscal year (June 30). Four full time resources for six months is approximately 900 hours each.

Could you please let us know what is the expected maximum rate for each position?

Maximum rates are as specified in the SITE program.
<http://mn.gov/buyit/14atm/categories/category2.html>

What is the maximum number of candidates for each position that each vendor could propose?

There is no maximum number of candidates that each vendor can propose.

Are the resources required to travel? If yes, how could the vendor bill the travelling costs?

There is no travel required of the resources.

Do you accept H1B candidates?

Yes, we accept H1B candidates. However, it would be our preference to have resources eligible for employment in the United States for the duration of the contract.

In Submission Format: "Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted". What information should be provided as "contacts"?

The names, telephone numbers, and/or email addresses of references at companies that you have done business with.

Is there an incumbent vendor for this project?

There is an incumbent vendor for the project whose contract is expiring.

Are these renewals of existing contract positions or are these newly-approved positions?

Yes, there are currently incumbents for these roles. However, the contract is expiring, and MN.IT @ Education will give full consideration to all bids.

Can we submit resumes for one or two of the positions requested, or do we need to submit resumes for all four positions?

It would be our preference not to award multiple contracts.

Do you plan to award this business to one vendor, or split across multiple vendors?

It would be our preference not to award multiple contracts.

Is there a maximum number of resumes per position that we can submit in our response? If so, what is that?

There is not a maximum number of resumes that can be submitted.

Do you have an approved budget amount for these positions that you can share with us?

The budget for the overall project is not germane, as the work will be performed on as needed basis. Further, overall project amount is not able to be determined until the conclusion of the upcoming legislative session.

What is the address / location where the work will be done for the RFO0027 Longitudinal Data System project?

On-Site at the MN.IT @ Education's office of 1500 Highway 36 West, Roseville, MN.

What do you mean by an FTE Consultant? Do you mean a salaried employee of the consulting company or a W2 hourly employee of the consulting company? Would that eliminate independent contractors?

Or do you mean just someone who is available to work full time hours and has legal permission to work in this country?

Someone who is available to work full time hours and has legal permission to work in this country (Full Time Equivalent)

Are you looking for a total of four resumes, one Architect and three Database Administration/Development? Or would more resume be ok, for example, two or three Architects and four or five Database Administration/Development?

There is not a maximum number of resumes that can be submitted.

Page 4 of the RFO asks that the "Resource Name being submitted" be put on the Cover Page. As the RFO asks for 4 FTEs (resources), what is meant here? Is that the same as the contact name?

The line should have read "Resource names being submitted". These would be the names of the candidates.

Approximately 4 consulting FTEs are being requested. How will our proposal be evaluated if Minnesota would determine one of our resources being submitted does not meet the qualifications but the others do?

There would be a point deduction in the scoring of the proposal. This would not necessarily exclude the vendor from winning the contract, depending upon the scoring of other competing proposals.

We bid our work as a project team, not as individual resources. A project team approach provides many benefits that an individual resource approach does not. Our team is highly qualified for the work outlined in the RFO, even though some of our individual resources don't meet every one of the minimum requirements (e.g. 5 years experience with Subversion). Will the State accept a team proposal where the team, being more than the sum of its individual resources, has the necessary experience for everything listed under Project Deliverables, Project Requirements, Required Skills, and Desired Skills.

Yes, a team proposal will get full consideration.

Are resources expected to be made available and kept busy on a full time basis? Our project team approach is very different from the traditional individual resources approach. Our project approach looks at the actual project cost while the resources approach looks strictly at an hourly rate regardless whether or not the resource is adding value for the time worked and billed. We typically bill for time that is productively spent on the project even if that means a resource is not fully billable in a given period. How will Minnesota consider this when allocating points for the cost of the proposal?

For the purpose of scoring, we have to look at rates for individual resources, as it is the only way to ensure that we are looking at each cost proposal fairly. There is a large amount of work required, and we anticipate that there will be no problem in keeping four resources busy on a full time basis, at least through the end of the fiscal year.

Who will be evaluating the responses [MN.IT](#) @ Education project-related resources or SITE personnel?

MN.IT @ Education project related resources will be evaluating the responses. Project related resources from the Office of Higher Education and the Department of Employment and Economic Development may also be on the review team, depending upon availability.

One of the desired qualification is “Familiarity with some of the data sources”. Please explain which data sources you refer to in this qualification.

Familiarity with education related data sets is desired, but not required.

Is there any resume submittal limit for the Architect and Database Administration/Development role?

No, there is no resume submittal limit.

Are there any incumbents for these roles?

Yes, there are currently incumbents for these roles. However, the contract is expiring, and MN.IT @ Education will give full consideration to all bids.

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: