

Request for Offers (RFO) Addendum

RFO Number: RFO0028

Addendum Number: 1

Date of Addendum: 12/12/14

Original Due Date, Time: 12/15/14; 2:00 PM

Revised Date, Time: 12/17/14 2:00 PM

Title: MNLARS

SCOPE OF ADDENDUM

The following are changes to the RFO:

A. **Revising the Process Schedule** (In this Addendum, changes to pre-existing RFO language will use ~~strike through~~ for deletions and underlining for insertions.

Process Schedule

Deadline for Questions: Questions are due at 2:30 p.m. Central Time (CT), December 10, 2014.

Questions and responses to the questions will be posted as an Addendum by 3:00 p.m. CT, December 12, 2014.

Proposals due ~~December 15, 2014~~ December 17, 2014; 2:00 PM

Anticipated proposal evaluation begins ~~December 16, 2014~~ December 18, 2014

Anticipated proposal evaluation & decision December 23, 2014

B. Posting of Questions and Answers:

1. Q: Is there an incumbent for this role?

A: No, this is a new position.

2. Q: What is the maximum hourly rate for this position?

A: Per the SITE program, the maximum hourly rate for this position is variable by vendor. Please refer to the SITE website to see your vendor maximum rate. Also, keep in mind that 30% of the evaluation is based on cost.

3. Q: Is the resource required to travel? If yes, how could the vendor bill the travelling costs?

A: Per the RFO, all persons selected through this process are required to work on-site at the department's office located at 445 Minnesota Street, Suite 200, St. Paul, Minnesota 55101. If the candidate would need to travel to and from St. Paul, the vendor would factor those costs into the rate of the cost proposal.

4. Q: Is an in-person interview required?

A: Considering that during the interview process candidates may be asked to display and explain UI work portfolio during interviews (State will provide projector and screen) and that, additionally, candidates must also have the ability to demonstrate constructive criticism of the existing solution U/I during these interviews, the State requires an in-person interview.

5. Q: Is there covered parking at or near the location for this project?

A: Yes, there are a number of parking ramps located within several blocks of our location.

6. Q: Is there free parking at the location where the work will be done?

A: No, there is a charge for all parking in downtown St. Paul. Most nearby ramps have monthly contracts available in addition to hourly rate parking. Parking rates vary by ramp and entry time but generally parking is approximately \$6-\$8 per day if one enters the ramp before 9am. More information can be found at the following link: <http://saintpaulparking.com/>.

7. Q: What is the maximum number of candidates that each vendor can propose?

A: The State prefers that each vendor propose their single strongest candidate.

8. Q: Do you accept H1B candidates?

A: Yes, however the State does not provide H1B sponsorship. This would be the responsibility of the vendor.

9. Q: 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"?

A: A phone number and email address should be provided

10. Q: Is there an incumbent for this role?

A: No, this is a new position.

11. Q: What is the maximum hourly rate for this position?

A: Per the SITE program, the maximum hourly rate for this position is variable by vendor. Please refer to the SITE website to see your vendor maximum rate. Also, keep in mind that 30% of the evaluation is based on cost.

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14. Q: Is there covered parking at or near the location for this project?

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15. Q: Is there free parking at the location where the work will be done?

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16. Q: What is the maximum number of candidates that each vendor can propose?

A: The State prefers that each vendor propose their single strongest candidate.

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18. Q: 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"?

A: A phone number and email address should be provided.

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:

Question