

Request for Offers (RFO) Addendum

RFO Number: RFO0046

Addendum Number: 01

Date of Addendum: March 12, 2015

Original Due Date, Time: March 17, 2015; 4:00 PM

Revised Date, Time (if changing): NA

Title: MNsure Project – EP Product Suite

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting questions and answers:

Question 1: Are there any incumbents in this position or is this a new position?

Answer 1: No, there are no incumbents in this position. This is a new position with new funding.

Question 2: Will payments be made on a time and materials basis or an approved deliverable basis?

Answer 2: The State expects to secure these staff augmentation positions using a maximum number of hours at a defined hourly rate (time and materials), not deliverables based

Question 3: What would be the interview process? Would it be an in-person interview?

Answer 3: If interviews of the top candidates occur, they will be conducted by phone or in person.

Question 4: Please consider delaying the Proposal/Resume due date to 3/16/2015 due to the large number of RFO with the large number of resumes and references that are due all at one time.

Answer 4: This date will not be extended.

Question 5: Will the state provide the vendors submitting responses to the RFO(s) the scoring results of the Evaluation Process for all vendors. Please provide an example of how the RFO Evaluation Process scoring will be calculated.

Answer 5: As identified in the RFO, the evaluation process is:

- Desired Skills (70%)
- Cost (30%)

Based on the high volume of the program, this information is not routinely released.

Question 6: Under Required Skills, the requirement states ‘**eight engagements lasting more than three months in a Program/ Project Manager role**’. Most Program Manager positions for large and complex system development projects have a duration exceeding three months. Many of these systems have durations lasting between three and six years. Will you consider modifying the Required Skills to more accurately reflect the duration of program manager positions for large and complex systems?

Answer 6: The required skills section will not be modified.

Question 7: As EngagePoint is a small boutique firm and they do not have an education program available to non-employees, is this position posted to primarily to attract **available current or previous employees/contractors** of EngagePoint?

Answer 7: This position is open to all qualified candidates meeting the required skills and will be evaluated according to the established process.

Question 8: In reviewing the last two bullets under the ‘Desired Skills’, there appears to be a discrepancy between the desire for someone to fill the role of Program/Project manager (with those associated skills) and to perform the activities typically associated with a ‘hands-on’ technical analyst (Experience in Java and J2EE that allows the analyzing and designing of solutions at the product level - proven experience with SVN, Oracle, TOAD, CMIS Workbench, BIRT, Putty, WinScp, SOAP UI.) Will the Program Manager have access to a technician with deep understanding of the EngagePoint suite of products to provide technical analysis and support for the Program/Project manager, or **is the Program /Project Manager expected to perform dual roles?** Will training be provided to the Program/Project Manager on how to extract information on the EngagePoint product suite as installed for the State of Minnesota?

Answer 8: This position will be expected to have an understanding of the EngagePoint suite of products such that they are able to provide a high-level analysis and understand when to engage EngagePoint product development team for resolution.

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: