

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

MN.IT @ DHS

Project Title: MNsure Project – Additional MNsure system environments

Categories:

- **Program/Project Management: One (1) resource (to act as an Infrastructure project manager)**
- **Architecture: One (1) resource (to act as a Middleware/mediation architect)**
- **Architecture: One (1) resource (to act as a Cloudera/Hadoop architect)**
- **System Analyst : Four (4) resources (to act as Integration/Middleware administrators)**
- **Database Administration/Development: Two (2) resources (to act as Oracle Database Administrators)**

Note: Vendor must be approved in the category for which they are submitting candidates.

Business Need

MN.IT @ DHS is issuing this Request for Offers (RFO) to procure the services to plan, develop and implement new environments in the MNsure system. These environments are required to support concurrent cycles of code development, quality assurance, performance and load testing, troubleshooting and training.

The contracted resources will work closely with state staff to initially implement up to three new environments; training, integrated development and pre-production, prior to MNsure Open Enrollment, November 1, 2015. Other new environments will be implemented after November 1, 2015.

It is the on-going commitment of MN.IT to provide technology solutions that are reliable and flexible enough to meet fluctuating customer demand and increasing expectation of 7x24x365 system availability, all while decreasing on-going support expenses.

Project Deliverables

Development & implementation of three new environments; training, integrated development and pre-production, prior to MNsure Open Enrollment, November 1, 2015. Other new environments will be implemented after November 1, 2015.

Project Milestones and Schedule

This work effort is expected to run from current through June 30, 2016.

Project Environment

The Program/Project Manager will need to interface with a variety of individuals both on the project team and individuals outside the project team that may have a vested interest and can offer information pertaining to the project including:

- Other Project Managers
- Developers/Programmers
- Business Analysts
- Database Administrators
- Information Technology Group
- System Architects
- All members of the QA staff (Managers, Supervisors, Leads, other QA Analyst)
- MNsure Business staff
- DHS Business staff
- MN.IT employees
- External vendors
- Stakeholder community including the counties and health care provider organizations
- Other agency team members

Project Requirements

- All work will be done at offices in St. Paul, MN unless otherwise arranged
- Work must comply with the Statewide Enterprise Architecture
- Work must comply with the State's Enterprise Security Policy and Standards
- Work must comply with Statewide Project Management Methodology
- Work must comply with applicable industry/agency standards
- Resource must be able to work independently, with little or no supervision
- Resource must be able to drive to resolution in situations with high ambiguity and confusion

Responsibilities of each resource category:

Program/Project Manager: One (1) resource (to act as an Infrastructure project manager)

Responsibilities include, but are not limited to:

- Lead a cross-matrix team of system design engineers, system build engineers and infrastructure technologists to successfully deliver significant infrastructure change in a large-scale enterprise environment
- Assist in development of and directing strategies, approaches, and procedures for the MN.IT MNsure IT Solution
- Communicate and incorporate business owner's visions, business plans, and key objectives.

- Provide updates as required for MN.IT, MNsure and DHS leadership
- Foster a culture that supports and drives staff engagement and collaboration in support of State objectives
- Establish, manage, and leverage business and technology relationships both internal and external to the MN.IT MNsure IT Solution
- Transfer knowledge to MN.IT @ DHS staff.

Architecture One (1) resource (to act as a Middleware/mediation architect)

- Architect WebSphere/middleware layer of the new environments for the MNsure system
- Provide production support for MNsure system, including newly implemented environments
- Assist in overall tactical and strategic planning for the MNsure project.
- Recommend and in coordination with state IT staff implement performance tuning strategies
- Mentoring, including transfer of knowledge, of state/vendor personnel in the WAS/WESB and associated infrastructure environment.
- Development of written recommendations, project plans, weekly reports of accomplishments and progress, open tasks, and hours worked.

Architecture: One (1) resource (to act as Cloudera/Hadoop architect)

- Creating new Cloudera Hadoop-based software clusters
- Upgrading existing Cloudera Hadoop-based software clusters
- Test and troubleshoot JAVA software against created/upgraded Cloudera clusters
- Develop and maintain Flume, PIG, Hive, and Impala based Solutions
- Provide knowledge transfer /mentor technical staff to expand their knowledge of Cloudera Hadoop based software.

System Analyst: Four (4) resources (to act as Integration/Middleware administrators)

The newly-developed team will work with State IT staff to manage the development and enhancement of complex information technology solutions and services delivered by MN.IT @ DHS in its support of MNsure. Some of the technologies include systems to support integrated and distributed server environments in the delivery of the enterprise scale of software.

Specifically, the team will collaboratively:

- Request network segments. Presentation, App and Data layers for each environment.
- Submit Virtual Server requests for all servers to be in each layer
- Submit Operations Firewall rules request to access the new VM's
- Install binaries to all servers
- Install/configure applications on all servers.
- Submit firewall rules request for all testers.
- Establish connectivity to the Application Servers from the HTTP Servers
- Configure VIP's and pools on the Big F5 load balancer
- Establish interconnectivity from application to application
- Regression test each application

Database Administrator/Developer: Two (2) resources (to act as Oracle Database Administrators)

- Design, establish and maintain database structures and views and ensure data integrity.
- Evaluate, recommend, plan, install, test and maintain vendor software and hardware products used to support the Oracle database environment, including the database, operating system, report generators, telecommunication, security, performance monitors, utilities and other software.
- Provide knowledge transfer /mentor less experienced technical support staff to expand their knowledge of, and responsibility for, maintaining the system software and Oracle database support required for development, test and production environments.
- Conduct database deploys in new and existing environments
- Implement new database environments
- Develop scripts for Automating Daily DBA tasks

Skills (Required and Desired for each category being requested)

Each category has skills that are required for resource(s) being submitted. These are scored as pass/fail.

Program/Project Manager One (1) resource (to act as an Infrastructure project manager)

Required Skills (to be scored as pass/fail)

- Either a B.S or B.A degree (4 year) with five years' experience as a Program/Project Manager [or in lieu of a Bachelor's degree have a two-year Associates degree with 7 years' experience as a Program/Project Manager]
- A minimum of four (4) years' experience across multiple enterprise-level infrastructure disciplines such as server, network, security, and data center infrastructure, for application, middleware, database and/ or web environments.
- A minimum of four (4) years' experience as an IT Project Manager in a large enterprise environment.
- A minimum of 3 years' experience working with and/or presenting to senior or executive-level management.

Desired Skills

Points will be scored based on the following criteria as well:

- Computer Science or Information Technology degree
- Certification as a Project Management Professional (PMP) or as a Master Project Professional (MPM)
- Proven experience with all aspects of the Software Development Life Cycle (SDLC)
- Any experience with the health insurance programs
- Working knowledge of WebSphere Application Servers, WebSphere Enterprise Service Bus, WebSphere Process Server, IBM Data Power, Microsoft Active Directory, Exchange email; UNIX/Linux servers, SQL servers, Linux OS Upgrades, NAS/SAN Storage, IVR, Hadoop, Data networking, Oracle, Cisco, Security, VMWare.

Architecture; One (1) resource (to act as a Middleware/Mediation architect)

Required Skills (to be scored as pass/fail)

- Four (4) years' experience IBM WebSphere application server
- Four (4) years' experience WebSphere Enterprise Service Bus
- Five (5) years' experience architecting, designing and developing enterprise solutions within the IBM WebSphere software stack
- Two (2) years' experience mentoring other technical staff on IBM WebSphere Application Server and WebSphere Enterprise Service Bus

Desired Skills:

Points will be scored based on the following criteria as well:

- Two (2) years' experience WebSphere tuning of health care or Medicaid system
- Three (3) years' experience troubleshooting IBM WebSphere & COTS solutions
- Two (2) years' experience developing and implementing the mediation layer for health care systems
- Minimum of two (2) years' experience with Affordable Care Act, IRS Pub 1075, and HIPAA requirements

Architecture: One (1) resource (to act as Cloudera/Hadoop architect)

Required Skills (to be scored as pass/fail)

- 1 year experience installing Cloudera Hadoop-based software
- 1 year experience upgrading Cloudera Hadoop-based software
- 1 year experience maintaining Cloudera Hadoop-based software
- 1 year experience with HDFS
- 1 year experience with Cloudera Manager
- 1 year experience with MySQL
- 1 year experience with Hbase

Desired Skills

Points will be scored based on the following criteria as well:

- 1 year experience with JAVA development and HDFS
- 1 year experience with JAVA development and Hbase
- 1 year experience with Linux System Administration
- 1 year experience with hardening Cloudera Clusters
- 1 year experience with Cloudera Navigator
- 1 year experience with Cloudera Search
- 1 year experience with Apache Spark

Systems Analyst: Four (4) resources (to act as Integration/Middleware administrators)

Required Skills (to be scored as pass/fail)

The following skills are required for resource(s) being submitted. These are scored as pass/fail.

- Minimum of three (3) years WebSphere Application Server (WAS), WebSphere Enterprise Service Bus (WESB), including mapping background, Event Server, flow Designer, Management Console, Adapters and or clients for MQ Series, WTX (Mercator), Oracle Databases, IP socket, and HTTP connectors.
- Minimum of three (3) years' experience troubleshooting and correcting transaction processing issues.

Desired Skills

Points will be scored based on the following criteria as well:

- Experience with data structures, data base theory data communications and protocols.
- Two years of experience WebSphere Process Server (WPS) or Enterprise Service Bus (WESB) product.
- One year experience using WebSphere Business Process Chirographer (WBPC)
- Experience installing, customizing and testing applications in a WebSphere environment.
- Experience with Java, and/or WebSphere Application Server (WAS)
- Healthcare x.12 standards, data structures, translator mapping principals, and extensive EDI administration.
- Network Operating Systems: Solaris or other UNIX variant, Red Hat or other Linux variant.
- LAN communication protocols including FTP, HTTP, HTTPS, FTPS, SFTP, SSH, NTP, and TCP/IP.
- Experience and/or education with database applications, N tier environments, application servers, monitoring applications, operating system security, etc. Experience with DataPower
- Minimum of two (2) years' experience with Affordable Care Act, IRS Pub 1075, and HIPAA requirements

Database Administrator/Developer: Two (2) resources (to act as Oracle Database Administrators)

Required Skills (to be scored as pass/fail)

- Four (4) years working with databases, three of which must be direct administration of Oracle databases.
- One (1) year Oracle Business Intelligence or other reporting or analytical software.
- Two (2) years' experience with data analysis, database design, and relational database structure to support web-based applications
- Two (2) years' experience creating Oracle 11g/12c databases
- Two (2) years' experience with schema creation, modification, replication
- Two (2) years' experience with Oracle Data Pump
- Two (2) years' experience with Oracle RMAN
- Two (2) years' experience working in Unix environment
- Two (2) years' experience with Affordable Care Act, IRS Pub 1075, and HIPAA requirements

Desired:

- 2 years' experience with Oracle RAC
- 2 years' experience with Oracle Exadata
- 2 years' experience with hardening database
- 2 years' experience with Oracle Advanced Security
- Two (2) years Storage Area Network (SAN) administration
- Experience with Custom Listener configurations in a shared cluster environment
- Experience with Oracle advanced replication software
- Experience with overall data processing hardware and software concepts
- Relevant industry accepted certifications
- Bachelor's degree in Information Technology or related field

Process Schedule

Deadline for Questions Wednesday, June 24, 2015, 12:00 pm (noon) CT

Anticipated Posted Response to Questions Friday, June 26, 2015 12:00 pm (noon) CT

Proposals/Resumes due: Tuesday June 30, 2015 4:00 pm CT

Anticipated proposal/resume evaluation begins: Wednesday, July 1, 2015

Anticipated proposal/resume evaluation & decision: Tuesday, July 7, 2015

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: Barb Geiger, Application Support, Manager
 Organization: MN.IT @ DHS
 Email Address: barb.geiger@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

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

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.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
 Master Contractor Address
 Contact Name for Master Contractor
 Contact Name's direct phone/cell phone (if applicable)
 Contact Name's email address
 Resource (Consultant's) Name being submitted

2. Overall Experience

- For each proposed resource, copy and complete the following matrix. Fill in the blanks with the information requested for each resource.
- The page after the completed matrix will include the resource resume. Resume Requirements: - Do not exceed five (5) pages. - **All experience described in the matrix must also be on the resume.** Include dates worked, company name and whether the resource was an employee or contractor.
- List three (3) references who can speak to the resource's 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.

RESPONSE MATRIX FOR EACH CATEGORY		
	Program/Project Manager	Number of resources : One (1) Maximum resumes: Two (2)
	PM REQUIRED SKILLS	Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
1	Either a B.S or B.A degree (4 year) with five years' experience as a Program/Project Manager [or in lieu of a Bachelor's degree have a two-year Associates degree with 7 years' experience as a Program/Project Manager]	
2	A minimum of four (4) years' experience across multiple enterprise-level infrastructure disciplines such as server, network, security, and data center infrastructure, for application, middleware, database and/ or web environments.	
3	A minimum of four (4) years' experience as an IT Project Manager in a large enterprise environment.	

4	A minimum of three (3) years' experience working with and/or presenting to senior or executive-level management.	
PM DESIRED SKILLS:		Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
5	Computer Science or Information Technology degree	
6	Certification as a Project Management Professional (PMP) or as a Master Project Professional (MPM)	
7	Proven experience with all aspects of the Software Development Life Cycle (SDLC)	
8	Any experience with the health insurance programs	
9	Working knowledge of WebSphere Application Servers, WebSphere Enterprise Service Bus, WebSphere Process Server, IBM Data Power, Microsoft Active Directory, Exchange email; UNIX/Linux servers, SQL servers, Linux OS Upgrades, NAS/SAN Storage, IVR, Hadoop, Data networking, Oracle, Cisco, Security, VMWare.	

RESPONSE MATRIX FOR EACH CATEGORY		
	Architecture (Middleware/Mediations)	Number of resources: One (1) Maximum Resumes : Two (2)
1	IBM WebSphere application server experience- Four(4) years	
2	Technical knowledge of WebSphere Enterprise Service Bus- Four (4) years	
3	Architecting, designing and developing enterprise solutions within the IBM WebSphere software stack –Five (5) years	

4	Mentoring other technical staff on IBM WebSphere Application Server and WebSphere Enterprise Service Bus – Two (2) years' experience	
Architecture DESIRED SKILLS:		Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
5	WebSphere tuning of health care or Medicaid system- Two (2) years' experience	
6	Troubleshooting WebSphere & COTS solutions- Three (3) years' experience	
7	Develop/implement mediation layer for health care systems – Two (2) years	
8	Minimum of two (2) years' experience with Affordable Care Act, IRS Pub 1075, and HIPAA requirements	

RESPONSE MATRIX FOR EACH CATEGORY		
	Architecture (Cloudera/Hadoop)	Number of resources: One (1) Maximum resumes: Two (2)
	Application Tester REQUIRED SKILLS	Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
1	1 year experience installing Cloudera Hadoop-based software	
2	1 year experience upgrading Cloudera Hadoop-based software	
3	1 year experience maintaining Cloudera Hadoop-based software	

4	1 year experience with HDFS	
5	1 year experience with Cloudera Manager	
6	1 year experience with MySQL	
7	1 year experience with Hbase	
	Architecture DESIRED SKILLS:	Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
8	1 year experience with JAVA development and HDFS	
9	1 year experience with JAVA development and Hbase	
10	1 year experience with Linux System Administration	
11	1 year experience with hardening Cloudera Clusters	
12	1 year experience with Cloudera Navigator	
13	1 year experience with Cloudera Search	

14	1 year experience with Apache Spark	
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RESPONSE MATRIX FOR EACH CATEGORY		
	System Analyst	Number of resources : Four (4)
	Resource name #1:	Maximum resumes: Six (6)
	System Analysts REQUIRED SKILLS	Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
1	Minimum of three (3) years WebSphere Application Server (WAS), WebSphere Enterprise Service Bus (WESB), including mapping background, Event Server, flow Designer, Management Console, Adapters and or clients for MQ Series, WTX (Mercator), Oracle Databases, IP socket, and HTTP connectors.	
2	Minimum three (3) years' experience troubleshooting and correcting transaction processing issues.	
	System Analysts DESIRED SKILLS:	Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
4	Experience with data structures, data base theory data communications and protocols.	
5	Two years of experience WebSphere Process Server (WPS) or Enterprise Service Bus (WESB) product.	
6	One year experience using WebSphere Business Process Chirographer (WBPC)	

7	Experience installing, customizing and testing applications in a WebSphere environment.	
8	Experience with Java, and/or WebSphere Application Server (WAS)	
9	Healthcare x.12 standards, data structures, translator mapping principals, and extensive EDI administration.	
10	Network Operating Systems: Solaris or other UNIX variant, Red Hat or other Linux variant.	
11	LAN communication protocols including FTP, HTTP, HTTPS, FTPS, SFTP, SSH, NTP, and TCP/IP.	
12	Experience and/or education with database applications, N tier environments, application servers, monitoring applications, operating system security, etc. Experience with DataPower	
13	Minimum of two (2) years' experience with Affordable Care Act, IRS Pub 1075, and HIPAA requirements	

RESPONSE MATRIX FOR EACH CATEGORY		
	Database Administrator/Developer	Number of resources: Two (2)
	Resource name #1:	Maximum resumes: Three (3)
	DBA REQUIRED SKILLS	Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
1	Four (4) years working with databases, three of which must be direct administration of Oracle databases.	

2	One (1) year Oracle Business Intelligence or other reporting or analytical software.	
3	Two (2) years' experience with data analysis, database design, and relational database structure to support web-based applications	
4	Two (2) years' experience creating Oracle 11g/12c databases	
5	Two (2) years' experience with schema creation, modification, replication	
6	Two (2) years' experience with Oracle Data Pump	
7	Two (2) years' experience with Oracle RMAN	
8	Two (2) years' experience working in Unix environment	
9	Two (2) years' experience with Affordable Care Act, IRS Pub 1075, and HIPAA requirements	
DBA DESIRED SKILLS:		Provide Details, Dates and/or Company Name where the resource has demonstrated the skills
4	2 years' experience with Oracle RAC	
5	2 years' experience with Oracle Exadata	
6	2 years' experience with hardening database	
7	2 years' experience with Oracle Advanced Security	
8	Two (2) years Storage Area Network (SAN) administration	
9	Experience with Custom Listener configurations in a shared cluster environment	

10	Experience with Oracle advanced replication software	
11	Experience with overall data processing hardware and software concepts	
12	Relevant industry accepted certifications	
13	Bachelor's degree in Information Technology or related field	

3. Cost Proposal

Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted, the category being submitted for and their corresponding proposed hourly rate.

4. Conflict of interest statement as it relates to this project

5. Additional Statement and forms:

required forms to be returned or additional provisions that must be included in proposal

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
5. Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable) <http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
6. Resident Vendor Form (if applicable) <http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- **Vendor is limited to the following resume/candidate submission in response to the Request for Offers (Vendor must be approved in the category for which they are submitting candidates)**
 - Program/Project Manager: Two (2) resumes
 - Architecture (Middleware/Mediation) : Two (2) resumes
 - Architecture: (Cloudera/Hadoop) : Two (2) resumes
 - System Analyst : Six (6) resumes
 - Database Administrator/Developer: Three (3) resumes
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Barb Geiger, Application Support Division, Manager barb.geiger@state.mn.us
 - Email subject line must read: Additional MNSure system environments
- 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 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. 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 its employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by the Contractor's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The indemnifications 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 organization 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 to the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/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. 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 veterans**.

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.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and

Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency.”

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.