

Request for Offers (RFO) Addendum

RFO Number: **RFO0072**

Addendum Number: **01**

Date of Addendum: **June 24 2015**

Original Due Date, Time: **June 29, 2015: 4:00 p.m. CT**

Date, Time (if changing): **NA**

Title: **MNsure IT Systems Program Manager**

SCOPE OF ADDENDUM

The following are changes to the RFO: **Modifying the Project Requirements Section and the Required Skills Section, and Posting questions and answers:** (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions.)

Project Requirements

- All work will be done at offices in St. Paul, MN unless otherwise arranged. The Program Manager needs to be on-site at state offices during regular business hours, Monday through Friday.
- All work must comply with the Statewide Enterprise Architecture Standards
- All work must comply with Statewide Project Management methodology
- All 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
- Program Manager will report to the Department of Human Services MN.IT CIO but will work closely with MNsure and Department of Human Services senior management

Required Skills (to be scored as pass/fail)

The following skills are required for resource(s) being submitted. These are scored as pass/fail. If the proposal does not demonstrate that the Responder possesses all required skills, the State reserves the right to discontinue further scoring of the proposal. If passed, required skills are also given a score.

- Vendor must be approved in SITE Master Contract category Program/Project Management
- Resource must have at least 10 years of project management experience with 5 being at a senior level
- Resource must have at least 4 years of experience managing complex system development projects where new technologies were being introduced
- Resource must have at least 3 years of experience direct management of vendor contracts / budgets
- Resource must have managed project teams of 50 or more team members, including outside vendors
- ~~Resource must have at least 1 year of experience working with the technology products delivered by Curam, Connecture, EngagePoint Financials, Oracle IAM solution, Java code~~
- Resource must have at least 1 year experience working with 4 out of the 5 of the following technology products: Curam, Connecture, EngagePoint Financials, Oracle IAM solution, Java code.
- Resources must have at least 6 months experience with a Health Insurance Marketplace as a Program Manager developing and deploying health insurance exchange (HIX) systems

Question 1: Does MNLARS have an incumbent contractor(s) either currently working, or who recently worked, on this project?

Answer 1: Clarification – this is a Program Manager Position(s) for MNsure. MN.IT had contractors who formerly worked on this project; however, for the past six months this position has been filled by state employees.

Question 2: Are the incumbents eligible to respond to this solicitation?

Answer 2: Yes – all vendors meeting the eligibility requirements are eligible to respond to the solicitation.

Question 3: If there are incumbents, can you provide the names of these incumbents?

Answer 3: For more information regarding state contracts, including completed contracts, please submit a data request to MN.IT. It will be processed within a reasonable timeframe in accordance with the MN Government Data Practices Act and applicable policies.

Question 4: I have a very good Program Manager for this project and wanted to see if there is an option for some remote work.

Answer 4: Work schedule and project requirements are addressed in the RFO at page 2. The Program Manager is expected to be on site during regular business hours Monday through Friday (see addendum to Project Requirements section above). The Program Manager responsibilities will require the incumbent to be fully available seven days per week.

Question 5: Could the Program Manager work up to 30 hours a week and then the rest of the hours could be done remotely? Is that an arrangement that would work?

Answer 5: No. The Program Manager is expected to be on site during regular business hours Monday through Friday (see addendum to Project Requirements section above).

Question 6: Is there an incumbent vendor or is this new funding?

Answer 6: MN.IT had contractors who formerly worked on this project; however, for the past six months this position has been filled by state employees. This is not new funding.

Question 7: How many resumes could a vendor submit for this RFO?

Answer 7: One per vendor. See the “Proposal Submission Instructions.” Vendor is limited to submission of 1 resume/candidate in response to the RFO.

Question 8: Is this position required to travel? If yes, how can contractor reimburse the travelling expense?

Answer 8: The Program Manger is not required to travel. All work will be conducted in St. Paul, MN.

Question 9: Are there incumbents in these positions now or are these new positions?

Answer 9: MN.IT had contractors who formerly worked on this project; however, for the past six months this position has been filled by state employees.

Question 10: Will payments be made on a time and materials basis or on an approved deliverable basis?

Answer 10: Time and materials basis

Question 11: If a candidate does not have all of the Required Skills, will that candidate be eliminated from further consideration?

Answer 11: Yes. Required skills are scored pass/fail.

Question 12: One of the Required Skills states the resource must have at least 1 year working with Curam, Connecture, EngagePoint Financials, Oracle IAM solution, and Java Code. Are all of these listed skills required, or can a candidate have one or more of those skills?

Answer 12: We require that candidates have experience with 4 out of the 5 listed technology products (see addendum to Required Skills section above).

Question 13: I understand that there are 3 Program managers needed but each vendor is limited to 1 resume/candidate. Can you clarify that we are limited to 1 candidate; or can we submit multiple candidates but only 1 resume for each?

Answer 13: Each SITE vendor is limited to submission of 1 resume/candidate in response to this RFO.

Question 14: Are proposal submissions limited to the primary contact or can others from my firm also make the submission and/or ask questions?

Answer 14: Each SITE vendor is limited to submission of 1 resume/candidate in response to this RFO.

Question 15: Are the Resources required to have at least one year of experience with all of the technology platforms listed in this bullet or will at least one year with one or more of the technology platforms listed suffice? The reason I ask is that this is a somewhat unique combination of technologies and finding consultants with one year or more in all of these areas, who also happen to be available for this project, may be a challenge.

Answer 15: We require that candidates have experience with 4 out of the 5 listed technology products (see addendum to Required Skills section above).

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:

Updated 4/16/14