

# IT Professional Technical Services

## SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services @ Department of Public Safety

**Project Title: DPS Technical Architects**

**Category: Architect (Up to four resources needed)**

**Business Need:**

1. **MNLARS.** MNLARS, the Minnesota Licensing and Registration System, will improve system operability, stability, record keeping, security, and customer service for the Minnesota driver's license and motor vehicle registration systems. The MNLARS project is ramping up to complete the building of the Driver and Vehicle Services systems using an agile approach. The architects will work as part of a team to insure the successful build and implementation of the MNLARS system. The project is expected to be completed by December 2017. Four architects are needed to create the new MNLARS Reference Architecture. The MNLARS Reference Architecture will be used as a foundation for a secure, reliable, maintainable, and extensible distributed system that will support the Driver and Vehicle Services Division business customers and partners. They will work closely with the developers and the business
2. **Crash Records project.** The Minnesota Department of Public Safety, Office of Traffic Safety (OTS), in partnership with the Minnesota Department of Transportation, is replacing the existing crash records system, in use for more than 30 years, with a new software solution. The architect will work with Department staff and the vendor building the system to assure that all interfaces work properly and that the state's architectural standards are satisfied. The project is piloting the new system later this summer. It must be fully operational by January 1, 2016. One architect will be assigned to work with this project part-time, as needed, through approximately Feb. 29, 2016. The balance of the architect's time will be spent on MNLARS and will be fulltime on MNLARS after Feb 29, 2016 or when work on Crash Records is complete.

## Project Deliverables

Each Architect will:

- Provide architectural thought leadership to the assigned project(s) focusing on overall architecture and high level design to assure a scalable, modular, world class system that fully incorporates enterprise architecture approaches for a high quality, extensible, maintainable software product.
- Provide architectural guidance to the developers, while assuring the solutions are in alignment with business, technical and architectural goals.
- Communicate effectively to keep all stakeholders engaged and informed of progress and potential risks.
- Quickly provide alternative design options as requirement changes are delivered through the Agile development methodology.
- Provide monthly updates on project work.
- Work with MN.IT Secure Systems Engineering team to assure all State of Minnesota architectural standards are satisfied.

Each Architect will be evaluated at the completion of each sprint by the project manager(s). The project manager will accept the work done on each sprint based on the following performance by the architect:

- Did the Architect complete the stories/work items assigned during the sprint?
- Was the Architect actively engaged with the SCRUM Development Teams to act as a steward of the software product and did he/she mentor the broader community to achieve these standards?
- Did the Architect provide leadership on ways to constantly optimize the development environment for maximum team productivity during the sprint?

Payment will be based on the successful completion of a sprint. Sprints are typically two weeks in length or 80 hours. The cost for a typical sprint would then be 80 hours x developer rate. For non-work days during a sprint, such as for state holidays, the work will be adjusted to the time available. Cost proposals should be presented as an hourly rate, per the SITE program. Vendors will be expected to bill no more often than monthly.

## Project Milestones and Schedule

### MNLARS:

The MNLARS project is staffed by approximately 50 people, both contracted resources and state employees. During the last year, the project has changed from a vendor driven, waterfall approach to a state directed, Agile approach. The project is expected to be completed by December 2017.

All MNLARS Architects work on an Architectural SCRUM Team that collectively provides architectural direction and mentoring on the following major MNLARS delivery domains: Vehicle Services, Driver's License, Inventory, IAM, or FinLars. The overall MNLARS project is broken down into several major production deliverables, the first being the Minimum Viable Product (MVP) of Vehicle Services, the second being MVP of Driver's License Services and several enhancement releases as required to achieve the overall MNLARS goals.

The MNLARS project will be delivered in the following production deployments:

1. The MVP Vehicle Services release will be delivered on or before the end of October 2016

2. A window for the MVP Driver's License release will be established by September 30, 2015. Work will begin on that release as soon as technically possible, with production deployment expected no later than December 31, 2017.
3. Additional MNLARS enhancement releases will be formed and delivered as required.
4. One scrum team is underway. Several more scrum teams will be getting underway in the next few weeks. Sprints will generally be two weeks long.

### **Crash Records:**

The Crash Records system is being built by a contracted vendor. A Project Manager coordinates efforts on the project. A multi-organization steering committee leads the project. A pilot of the new system is expected to launch later this summer. Other components include data conversion and training. Eight releases are planned during the final 6 months of the project.

### **Location**

Locations are primarily at 445 Minnesota Street and 1430 Maryland Ave in St. Paul. All work would be expected to be done on site at one of these locations. Any off-site work would need to be negotiated and approved by the Program Director and would be expected to be very limited.

### **Responsibilities Expected of the Selected Vendor**

The selected vendor is expected to:

1. Provide a replacement candidate if a selected individual is found to be unacceptable or becomes unavailable prior to the completion of the CRASH/MNLARS project. The state has the right to accept or reject the replacement candidate.
2. Comply with the MN.IT @ DPS invoicing requirements.
3. Meet with the MNLARS Application Director once per month to discuss the performance of their selected candidates.

### **Required Skills (to be scored as pass/fail)**

Candidates must meet all required skills, only then will the candidates be evaluated and scored.

- B.A./B.S. degree in related field;
- 10 years as a technical architect for large enterprises (Fortune 100 or a state/federal public agency) and/or large projects (greater than \$2 million dollars per project).
- **10 years of Architectural Experience in the following Areas:**
  - Unified Modeling Language (UML) for information and data modeling, at system and enterprise settings, including but not limited to:
    - ✓ Class Diagrams
    - ✓ State Transition Diagrams
    - ✓ Activity Diagrams
    - ✓ Sequence Diagrams
  - Implementation of information and data quality management processes, data stewardship, enterprise metadata management and related programs
  - Synchronous and asynchronous system integration approaches, e.g., message queues, Publish /Subscribe, Request/Response, etc.
  - Relational database design and implementation of complex SQL-based programs in transactional (OLTP) and analytical (OLAP) environments

- **3 years of Architectural Experience in the following Areas:**
  - Migration and versioning approaches
  - Enterprise scale integration designs and architecture with a variety of interface partners (public and private sector) and methods (REST, Enterprise Service Bus, Secure FTP, etc.).
  - Architectural Design and/or subject expert experience in a public sector program or project.
  - Architectural Experience with a large scale (greater than \$2 million dollars) Microsoft custom software development program.
  - Accessibility coding principals
  - Recoverability architecture

### Desired Skills

- Experience developing mobile apps in iOS, Android, Microsoft
- Demonstrated experience with developing accessible user interfaces that comply with WCAG 2.0
- Experience with secure coding principals
- Agile experience as a Technical Architect in a large (greater than 20 individuals or 4 teams, multi-team environment

### Process Schedule

Deadline for Questions	08/27/2015, 2:00 PM
Anticipated Posted Response to Questions	08/31/2015, 3:00 PM
Proposals due	09/11/2015, 2:00 PM
Anticipated proposal evaluation begins	09/14/2015
Anticipated proposal evaluation & decision	09/25/2015

### 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: Joyce Simon  
 Organization: MN.IT @ DPS  
 Email Address: Joyce.Simon@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.

### RFO Evaluation Process

Proposals received by the deadline and meeting the mandatory requirements will be evaluated. Interviews will be conducted with all candidates or a short list of candidates scoring the most

points on candidate qualifications. The State reserves the right to adjust the technical scores based on additional information derived during the interview process.

The State reserves the right to determine if further information is needed to better understand the information presented. This may include a request for clarification or further documentation. Current and/or previous companies / resources are not prohibited from applying

Each proposal will be evaluated based on the following criteria, **if** they have passed the pass/fail requirements:

- 5% Company
- 65% Candidate Overall Experience and Qualifications
- 30% Cost

**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.**

### **Vendor Note**

In anticipation of vendor questions, there are current incumbents in these positions. The incumbents are permitted to submit to this offering.

### **Contract Term**

The term of this contract is anticipated to run from approximately October, 2015, through September, 2017, with a possible extension through the end of the project.

### **Background check**

The individuals selected for this project must pass a full background check required by DPS and may include a fingerprint check. DPS reserves the right to decline any individual based on the results of the background check. The Resource or Vendor is responsible for the costs of the background investigation performed.

### **Submission Format**

**The technical proposal should be assembled as follows:**

1. Document naming convention: <Company Name><Resource Name> <Technical Proposal>. Example: ABC Company, Jasmine Doe, Technical Proposal.
2. **Cover Page including**
  - Vendor Name
  - Vendor Address
  - Vendor City, State, Zip
  - Contact Name for Vendor
  - Contact's direct phone/cell phone (if applicable)
  - Contact's email
  - Resource Name being submitted
3. **Cover Letter, Resume, References:**
  - a. Cover letter should be no more than one page in length
  - b. Provide narrative, including companies and contacts where your resource has demonstrated the **required and desired skills**. If pass/fail requirements are not

met, the proposal will not receive further consideration. It will not be scored. Provide specific detail that highlights the resource's skills. The narrative may be in a matrix or other form that allows the reader to easily find required and desired skills.

- c. Attach the **resume** of your proposed resource. Be certain the resume has **dates** of work and notes whether the resource was an employee or consultant. Each resume must specify the number of years held in each skill set/position and specifically list the minimum qualifications and experience, and any required or desired skills and experience the individual possesses.
  - d. Include the name **of 2 references** who can speak to the resources 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 work the resource completed.
4. **Cost Proposal** must be in a **separate document** and not listed in any other place in your submission. Document naming convention: <Company Name><Resource Name> Cost Proposal. Example: ABC Company, John Doe, Cost Proposal.
  5. **Do not include proposal content in email transmittal text. It will not be considered.**
  6. **Conflict of interest statement as it relates to this project**
  7. **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>

## Proposal Submission Instructions

Vendor may submit **three** resources for this posting.

Proposals should be sent to

1. Joyce Simon via email at [joyce.simon@state.mn.us](mailto:joyce.simon@state.mn.us)
2. and to [debra.a.johnson@state.mn.us](mailto:debra.a.johnson@state.mn.us).
  - **In email subject line:** RFO 0078, Company name – Candidate(s) last name – developer
  - The technical proposal and cost sheet may be word or pdf documents.
  - Please proofread your offering to ensure it references this posting only, that you have included all the required documents and that the readers of the proposal can easily discern the qualifications of your candidate(s).

- Submissions are due according to the process schedule previously listed. The State is not responsible for any submissions not received by the closing of this solicitation. Late proposals will not be considered.
- **A copy of the response must also be sent to [MNIT.SITE@state.mn.us](mailto: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](mailto: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 employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

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

The indemnification 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 with 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](mailto: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.

## **Foreign Outsourcing of Work Prohibited**

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

## **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](mailto:compliance.MDHR@state.mn.us).