

# IT Professional Technical Services

## SITE Program

T#:14ATM

**Request for Offers (RFO)**

**For Technology Services**

**Issued By**

**Office of MN.IT Services**

**Project Title: MMB Enterprise Oracle Peoplesoft Projects**

**Category: Developer/Programmer**

### **Business Need**

- Provide systems analysis for the following Oracle PeopleSoft Internet Architecture (PIA) application projects and Oracle PeopleSoft tools upgrade working in a group of technical professionals who currently maintain these systems. Project #1 Is the completion of Secure Enterprise Search (SES) and System integration for Human Capital Management (HCM) and the HCM Recruiting Solutions module. Project #2 Is the integration and go live of Enterprise Learning Management (ELM) ELM9.2 application upgrade. Project #3 Is the integration and go live of Financial Management System (FMS) FMS9.2 application upgrade. Project #4 Is a PeopleSoft tools upgrade from 8.53.06 to 8.54.11.
  - Project stakeholders are listed below but not limited to this list:
    - MN.IT
    - MN.IT@MMB
    - MMB
    - State of Minnesota Agencies
    - Other governmental units
    - Citizens
  - Constraints on the resource
    - Work will be performed on-site at 658 Cedar Street St. Paul, 2<sup>nd</sup> Floor
    - Occasional remote access is available with managers approval
  - These projects and daily work are necessary for MN.IT and Minnesota Management & Budget to continue to meet the business needs of MMB, maintain compliance with State statutes, and remain current with technology investments.
  - The Minnesota Management & Budget enterprise Oracle PeopleSoft applications supported by MN.IT@MMB provide enterprise services for:
    - HR, Payroll, Benefits, Recruiting Solutions, Self-Service
    - Accounting, Procurement, Supplier (Vendors) portal, Mobile Inventory
    - Enterprise Learning
    - Warehouse data management
    - Portal front end for applications and Self-Service, authorization & authentication.

## Project Deliverables

- Recruiting Solutions Secure Enterprise Search (SES) Integration & Module implementation
- Upgrades to Oracle PeopleSoft applications from 9.1 to 9.2 for ELM, FMS
- Implement upgrade to HCM's Recruiting Solutions module
- Upgraded Oracle PeopleSoft Tools 8.53.06 to 8.54.10 or most current
- Documentation
- Transfer of knowledge to State staff

## Project Milestones and Schedule

- Project Starting Date(s)
  - Implementation of Recruiting Solutions Module for HCM, go live scheduled for 4<sup>th</sup> quarter 2015, already in progress.
  - Multiple PeopleSoft upgrade projects, work beginning in 3rd quarter 2015 through 2017, planning in progress
  - PeopleSoft PeopleTools Upgrade from 8.53 to 8.54, 3<sup>rd</sup> quarter 2015 through 2<sup>nd</sup> quarter 2016, Planning in Progress
- Key deliverable dates
  - Recruiting Solutions December 2015
  - PeopleSoft Tools spring 2016
  - ELM92 December, 2016
  - FMS92 December, 2017

## Project Environment

- Staff descriptions:
  - Number of people on the project
    - 45+
  - Basic organizational structure (organizational chart) of the project
    - MMB/MN.IT ERP Steering Staff
    - MMB Business Staff
    - MMB Functional Staff
    - MN.IT@MMB Staff
    - Consultant Staff
  - Staff proficiency levels and experience
    - Expert proficiency and experience with Oracle PeopleSoft Internet Architecture (PIA)
  - Oracle PeopleSoft Enterprise resource planning (ERP) current environment
    - Enterprise Learning Management 9.1
    - Financial Management System 9.1
    - Human Capital Management 9.2
    - Databases running on Oracle Exadata hardware
    - Middle tier currently MS Windows bases hardware, Oracle Exadata and Exalogic systems

## Project Requirements

- Work will be performed at Centennial Office Building 2<sup>nd</sup> floor on-site work location.
  - Occasional remote access is available with managers approval
- Transfer of Knowledge to State long term support staff
- Compliance with MMB/MN.IT Enterprise Applications Infrastructure Architecture
- Compliance with Statewide Project Management Methodology
- Compliance with applicable industry/organization standards

## Responsibilities Expected of the Selected Vendor

- Propose change management process
  - In conjunction with project manager(s), Project Core Teams, and MN.IT@MMB
- Vendor staffing
  - Reports to [MN.IT@MMB](mailto:MN.IT@MMB) Managers
  - Manager structure: Direct Manager -> CTO -> CIO
  - Project Documentation as assigned using [MN.IT@MMB](mailto:MN.IT@MMB) document standards
- Providing training/ knowledge transfer
  - Documentation, mentor, transfer of knowledge to State staff
- Resource will work on-site at the Centennial Office Building 2<sup>nd</sup> floor, a Monday thru Friday during the normal business work day. Occasional weekend hours will be required during a go-live or implementation of an application upgrade. With managers approval limited off-site using the State of Minnesota's Virtual Private networking (VPN) by request on a case by case basis.

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

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

Required minimum qualifications:

- 4 Years of experience working with the Oracle PeopleSoft Architect technology
- 1 year of experience upgrading Oracle PeopleSoft 8.53/8.54 tools
- 2 years' experience upgrading Oracle 9.1/9.2 FMS/ELM/HCM applications
- 4 years' experience with Oracle PeopleSoft System Administration
- 4 years' experience with large Oracle PeopleSoft enterprise project upgrades. Large being defined as similar in scope to the State of Minnesota Enterprise systems.

## Desired Skills

- PeopleTools development and administration experience
- Familiarity with WCAG 2.0 AA

## Process Schedule

Deadline for Questions	09/21/2015, 3:30pm, CT
Anticipated Posted Response to Questions	09/23/2015
Proposals due	09/25/2015, 3:30pm, CT
Anticipated proposal evaluation begins	09/25/2015
Anticipated proposal evaluation & decision	09/30/2015
Contract Execution Prior and no later than	10/01/2015

## 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: Tim Willson  
Organization: MN.IT@MMB  
Email Address: [tim.willson@state.mn.us](mailto:tim.willson@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**

- Company (5%)
- Oracle PeopleSoft PIA Upgrade Experience (25%)
- Oracle PeopleSoft Systems Administration Experience (15%)
- PeopleSoft Applications Upgrade Experience (10%)
- PeopleTools Experience (5%)
- Interview (10%)
- 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**

- 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

**2. Overall Experience:**

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource’s desired skills noted above.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Also 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 this resource completed.

**3. Cost Proposal**

Submit the table below, identifying the candidate(s) and their corresponding hourly rate. **This must be in a separate document**, not included in the body of your technical proposal.

Deliverable	Est. Number of Hours to complete deliverable	Proposed Hourly Rate*	Total Cost for Deliverable
Recruiting Solutions Secure Enterprise Search (SES) Integration & Module implementation			
Upgrades to Oracle PeopleSoft applications from 9.1 to 9.2 for ELM, FMS			
Implement upgrade to HCM’s Recruiting Solutions module			
Oracle PeopleSoft PeopleTools upgrade 8.53 to 8.54			

\*cannot exceed the maximum hourly rate that your company is approved for under the Developer/Programmer category

**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>

**Proposal Submission Instructions**

- **Vendor is limited to submission of 2 resumes/candidates in response to the Request for Offers**
- Response Information:
  - Tim Willson, MN.IT@MMB CTO
  - Tim.Willson@state.mn.us
  - How to label the response: MMB Enterprise Oracle Peoplesoft Projects
- Submit to Tim Willson via email: [tim.willson@state.mn.us](mailto:tim.willson@state.mn.us); also send a copy to: Roleen.marchetti@state.mn.us
- 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](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).