

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services (“MN.IT”) @ Minnesota Management and Budget (“MMB”)

Project Title: Oracle/PeopleSoft EPM

Category: Architecture

Business Need

The State is seeking to work with one vendor and have them provide up to two resources to provide information about the implementation of Oracle/PeopleSoft Financials, Supply Chain Management, and Human Capital Management (HCM)/Recruitment. This guidance will assist the State to determine if we will implement these modules in the SWIFT Data Warehouse.

Background

The SWIFT Data Warehouse is customized software based on Oracle/Enterprise Performance Management (EPM) software. In 2011, the State implemented Oracle/PeopleSoft Financials and Supply Chain Management software along with a portion of the Enterprise Performance Management (EPM) Data Warehouse software. The first module to be opened in October 2011 was the Labor Distribution/Salary Projection module followed by additional modules including General Ledger, Commitment Control, Accounts Payable and Accounts Receivable, Open CheckBook Minnesota and Procurement (Phase 1).

Underway are plans to implement Grants & Projects, Procurement (Phase 2) including, Assets, Strategic Sourcing, Recruitment, Human Resources and Payroll modules. All implemented modules have required significant customization and new development. It is expected that future modules will also require significant modification and new development.

The State's objective with this Statement of Work is to obtain a resource or two with specific expertise regarding the State's use of Procurement; Strategic Sourcing; Asset Management; Grants and Projects; Recruitment and Benefits, as implemented at the State of Minnesota.

The State has developed expertise in the Data Warehousing application and they have successfully implemented modules. The State believes a resource could supplement State staff knowledge with business processes and data expertise in each area identified above.

Project Deliverables

The successful resource(s) will assist State SWIFT Data Warehouse staff to complete design, development and testing tasks as assigned, by supplying consultant(s) with business process and data expertise in Oracle. Deliverables include the following documentation:

- High level approach papers to be used for estimates and future decision making as assigned by State staff.
- Provide detailed design documents as related to this project, as assigned by State staff.
- Provide Data mappings, as related to this project, as assigned by State staff.
- Knowledge transfer documents and training to State staff
- Write Complex SQL test scripts, as related to this project, as assigned by State staff.

Project Milestones and Schedule

- State anticipates that this project will begin on October 15, 2015 and end by June 30, 2016. The hired resource(s) will be responsible for above deliverables.

Project Environment

- States resources:
 - a) 9 technical developer staff assigned to support and enhance the SWIFT Data Warehouse. State expects the majority of these staff to be engaged in the project.
 - b) Team of infrastructure PeopleSoft systems administrators and database staff assigned to all Oracle/PeopleSoft statewide systems.
 - c) State is operating production systems on Exadata platform.
- Current software environment:
 - a) Oracle Enterprise Management System version 9.0.
 - b) DataStage version 8.5.
 - c) OBIEE version 11.1.1.6.7
 - d) PeopleTools 8.53.
 - e) Oracle database software version is 11gR2 and utilizes Oracle RAC.
 - f) Oracle database server is Oracle Exadata system.
 - g) Application, batch and web servers are Windows 2008R2 systems.

Project Requirements

- Consultant(s) will follow all Information Access standards for development of the multi-dimensional warehouse.
- Consultant(s) will use technical standard templates, as available from State database, for approach papers, design documents and data mappings.
- All work will be performed on development and test servers located at MN.IT @ MMB located at 658 Cedar St, St. Paul, MN 55155

Required Skills (to be scored as pass/fail – only candidates meeting required minimum qualifications will be scored further)

Required minimum qualifications:

- Three years' overall experience configuring, analyzing, developing, and implementing the following Oracle/PeopleSoft modules: Grants and Projects, Strategic Sourcing, Asset Management, HCM/Recruitment.
- Two years' experience with Oracle's EPM (Enterprise Performance Management).
- Two years' of experience architecting, writing specifications for and testing multi-dimensional databases.
- Three years' of writing SQL.

Process Schedule

Deadline for Questions	09/25/2015, 3:30pm CT
Anticipated Posted Response to Questions	09/28/2015
Proposals due	10/01/2015, 3:30pm CT
Anticipated proposal evaluation begins	10/02/2015
Anticipated proposal evaluation & decision	10/08/2015

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: Ellen Schwandt, Director, Information Access

Email Address: ellen.schwandt@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

The vendor should provide resume(s) for the actual consultant(s) available to complete this assignment. As part of the response, the vendor should provide the availability of the consultant(s) knowing the State's desire to start this project on October 15, 2015.

The proposal should include hourly rates for the consultant(s) specified above assuming the consultant will be part of the project team for ten months, although the State may choose to reduce the involvement to less than the full project period.

The scoring (possible points) will be as follows:

- Experience in identified PeopleSoft modules - 20%
- Experience in Oracle's Enterprise Performance Management System - 15%
- Experience designing multi-dimensional databases – 15%
- Experience writing SQL – 10%
- Cost: 40%

Interviews will be conducted once final resource(s) have been determined. The State will arrange to conduct a face-to-face interview. Scoring will be adjusted based on interviews.

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:

Provide narrative, including companies and contacts where your resource(s) have demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal.

1. Attach a resume for proposed resource(s) in addition to the narrative description. Be certain the resume(s) have dates of work and notes whether the resource(s) were an employee or consultant.
2. Also include the name of one reference 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

Provide the proposed hourly rate for each resource via a separate attachment to the email – Labeled as “Cost Proposal”.

4. 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 **4 (four) resumes/candidates** in response to the Request for Offers
- Response Information:
 - Email the response to Ellen Schwandt, Director, Information Access, at ellen.schwandt@state.mn.us (Remember cost proposal must be submitted as a separate attachment to the email.)
 - Label the response by putting “Oracle/PeopleSoft EPM Response” in the subject of the email
 - Please cc a copy of the response via email to Roleen Marchetti at 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 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.

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. 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.