

Request for Offers (RFO) Addendum

RFO Number: RFO0093

Addendum Number: 1

Date of Addendum: 10/8/2015

Original Due Date, Time: 10/14/2015, 2:00pm

Revised Date, Time: 10/14/2015. 2:00pm

Title: MNLARS Scrum Masters

SCOPE OF ADDENDUM

The following are questions and answers to the RFO:

Q. Will you be single sourcing all three of the PMs from one vendor or are you open to making selections from separate vendors? Is MN.IT Services @ DPS requesting that all three project managers come from the same vendor?

A. **Candidates selected may be from one, two or three vendors.**

Q. Please clarify the length of your sprint. You ask for pricing to be based on 80 hours/sprint, however you also state: 'As these scrums end, parallel teams will form for Driver Services. Sprints are expected to be 2-3 weeks long. Each scrum is expected to run about eight months.' Is there a possibility that DPS would pay '80 hrs x Hourly Rate' for a sprint that lasts up to 120 hours?

A. **Sprint length is expected to be 2 weeks. If that changes to three weeks, the rate would be adjusted accordingly.**

Q. If so, does the PM/Sprint Master have any control on managing the sprint to an 80 hour maximum?

A. **The Scrum Master will be expected to manage work within the sprint timeframe.**

Q. What is the estimated length of the Work Order for each PM/Scrum Master?

A. **2 years.**

Q. How will rate be identified on the Work Order? By sprint or by hourly rate?

A. **It will be based on the deliverable, in this case sprints.**

Q. Does DPS have an incumbent contractor(s) either currently working, or who recently worked, on this project? Are the incumbents eligible to respond to this solicitation? Are there incumbents working in these positions currently?

A. **One contractor recently worked in the role of scrum master on the project. He is eligible to respond.**

Q. If there are incumbents, can you provide the names of these incumbents?

A. **No**

Q. Are you open to non-local candidates who would need to interview via phone and/or video? Will the candidate be required to attend an in person interview or will a web cam interview work? Or would you consider a phone interview then in person interview?

A. We are open to all candidates. Phone or video interviews will be conducted when necessary.

Q. When will you contact candidate references? We have a candidate who is concerned about the timing and communicating it to her references.

A. References would only be contacted after a candidate is interviewed. If there are timing considerations, they should be shared at that time.

Q. You note that the expected start date for the first Scrum Team is November 2, 2015, since you are looking for 3 Scrum Masters, what would be the expected start dates for the other two Scrum teams/Scrum Masters?

A. We expect to bring all three on board in November.

Q. You note that 'Two scrums are underway' in the Project Milestones and Schedule section. Are the Scrum Masters for those two scrums being considered for/included in this RFO? Or in other words, are there an incumbent vendors and/or current consultants performing these duties for two of the positions? If yes, will they be submitted for consideration?

A. There is no one in these positions currently. As noted earlier, one contractor who had worked on the project is eligible to submit under this RFO.

Q. Can you please specify where the work described in RFO0093 will be performed (e.g., onsite, offsite)? If onsite, can you please provide the location?

A. All work will be done on site at DPS offices at 445 Minnesota Street in St. Paul.

Q. Can you please clarify what criteria will be used to determine the successful completion of a sprint? Will there be any other criteria that will need to be met prior to a Vendor invoicing sprint deliverables?

A. The criteria are listed in the RFO.

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: