

# Request for Offers (RFO) Addendum

RFO Number: RFO0102

Addendum Number: 1

Date of Addendum: 12/08/2015

Original Due Date, Time: 12/11/2015, 12:00 p.m.

Revised Date, Time (if changing): no change

Title: MnCHOICES

## SCOPE OF ADDENDUM

The following are changes to the RFO:

*Responses to questions submitted by potential responders:*

RFO 0102 – MnCHOICES Business Analysts	
Question	Answer
From the project schedule, it appears that this is a 12-month engagement, but the document states that the project is scheduled to be completed by fall of 2018. Could you please advise the length of this engagement (12 months, 18 months, 24 months, etc.) and let us know if there will be any provisions to extend the contract for another period of time at the end of the contract period?	This engagement is 12 months, with the option of an additional 12 month extension.
Is there currently a project team working on this which involves contracted analysts? If so, how long have they been working on the project?	Yes. MnCHOICES has had various contracted analysts since the project began in 2010.
Are these new positions? Are there incumbents? If yes, are they allowed to bid?	These are not 'new' positions, but are newly funded.  Yes, there are incumbents. There are no restrictions on whether the vendor can submit candidates for this RFO.
Are the consultants required to travel? If yes, will the traveling expenses be reimbursed?	Traveling is not expected.
Is contract duration 1 year? Any possibility to extend the contract after 1 year?	Yes to both.
Are we going to send our consultants to work under the MNIT@DHS Project Manager's supervision and invoice MNIT by hours they work?	In <a href="mailto:MN.IT@DHS">MN.IT@DHS</a> , contractors are supervised by their functional supervisor. Therefore, Business Analysts will be supervised by a Business Analyst Supervisor in <a href="mailto:MN.IT@DHS">MN.IT@DHS</a> .  These contracts will be billed and paid hourly.

Are you going to award both position to ONE vendor? Or probably to 2 different vendors?	They can be from one or more vendors.
Where are you at in the lifecycle of the project?	Part of our application is in production, and the support application project is in the execution stage.
Do you have a link to the federal regs?	Minnesota Statutes 256B.0911 Long-Term Care Consultation Services
Are you a stronger Waterfall or Agile project?	We are closer to a Waterfall project but do plan our work in sprints, and have some iterative characteristics.
What crisis lead to this project?	The business had a paper process that could not result in the consistency, and uniformity of the state's policies and procedures. In addition, the federal government was offering enhanced funding for implementation of an innovative solution.
When would you like the candidate to start?	Ideally, we would like an early January 2016 start date.

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: