

# Request for Offers (RFO) Addendum

**RFO Number:** RFO0113

**Addendum Number:** One

**Date of Addendum:** March 2, 2016

**Original Due Date, Time:** Thursday, March 3, 2016; 2:00 PM CT

**Revised Date, Time (if changing):** *Not applicable – no change*

**Title:** State Aid Needs III

## SCOPE OF ADDENDUM

The following are changes to the RFO: This addendum modifies the Required Skills Section and posts questions/answers for the RFO. In this Addendum, changes to pre-existing RFO language will use ~~strike through~~ for deletions and underlining for insertions.

### 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 – complete the table(s) below and include this document in your response:**

Specification	Skills and Experience	Thoroughly describe how the resource submitted meets the required skills and experience for each specification. (Yes/No is not sufficient)
Level Of Education	B.A. or B.S. Degree or Associate Degree (2 yrs) with 5 yrs Database Developer/Administrator relevant experience	
Certifications <u>Years of Experience as an Oracle DBA</u>	<del>Certification for the relational database management system (RDBMS) – Oracle</del> <u>10 years' experience as Oracle DBA</u>	
Years of Experience in a Database	5 years' experience	

Developer/Administrator Role		
Engagements of more than 6 months	Three engagements lasting more than six months in relevant Database Developer/Administrator role	
Working in large <del>Governmental</del> Organizations on IT projects exceeding \$150,000	Three engagements that the relevant Database Developer/Administrator role exceeded \$150,000	
Database structures	Three engagements modifying the database structure, as necessary, from information provided by application developers	
Reporting and query tools & practices	One engagement providing and designing tools to assist in the management of the Oracle database and transaction processing environment.  10 years, PL/SQL packages, and scripts	
Backup and recovery	Three engagements planning for backup and recovery of Oracle database information including restoring the information	
Archived data	One engagement maintaining archived data	
Agile software development lifecycle	1 Engagement using Agile software development lifecycle.	
Oracle 9 through 11	7 years	

## **RFO0113 Questions and Answers**

*Q: Is there a pre-identified candidate?*

**A: No, per the SITE program guidelines, all qualified candidates will have their resumes scored.**

*Q: Is there an incumbent?*

**A: No, this is a new position for a specific project.**

*Q: Please confirm the mode of the interview, whether it will be Skype/telephone or In-Person.*

**A: The preferred method of interviewing will be in-person. Telephone interviews will be arranged for those unable to appear in-person.**

*Q: Please confirm if this is the physical address of the location where work will be performed?*

*395 John Ireland Blvd MS 500  
St. Paul, MN 55155*

**A: Yes, this is the physical address.**

*Q: There were a number of questions about hours and schedule.*

*We would like to know total number of working hours in a week for this position as it is mentioned in the RFO that you are seeking a part-time (50%) Database Analyst to support rewrite of the State Aid Needs.*

**A: Hours will generally be 20 hours per week. The schedule will be flexible and may vary from day to day and week to week. The DBA schedule will need to be coordinated with other project team members, project schedule and deadlines. Overall time will average 50%.**

*Q: The required skills for the referenced RFO states a need for certification for the relational database management system (RDBMS) – Oracle. Would the state consider equivalent years of experience in lieu of the certification?*

**A: Yes, see Addendum above. 10 Years.**

*Q: Is Remote work an option?*

**A: No, the candidate must be available to work on-site with the other project team members during regular work day hours.**

*Q: Would the State allow the concept of pooled resources for this engagement?*

**A: No.**

*Q: Do you have a budgeted bill Rate?*

**A: The billing rate is part of your proposal and will count for 30% of the score per SITE program terms.**

*Q: There were a number of questions relating to the existing data and data conversion:*

*What is the format of the source data from the legacy or current software?*

*What database will the selected candidate be converting from? An older version of Oracle or a completely different database?*

*What is the current database structure (i.e., what you are moving from) and the version of Oracle you are moving to?*

*What is the current source of data which will be converted to Oracle?*

**A: The data is currently housed in an Oracle database whose structure is not able to support the business needs. The new database will be relational. Conversion will be from Oracle 11 to 12c.**

*Q: The RFO project requirements sections states the “Implementation location will mirror the current software”. Please elaborate on the legacy system and the replacement system. For example, is this project a rewrite of a legacy application making it essentially a custom application development project, or is it a COTS software implementation?*

**A: This project is a rewrite of a legacy application, conversion to a new database and inclusion of new functionality.**

*Q: Will there be any requirements for data transformation as part of the conversion effort and responsibilities of this resource?*

**A: Yes.**

*Q: Has the agency defined criteria and assigned responsibility for data validation during unit testing, mock conversions and production cut over?*

**A: Yes. State resources will be actively involved in these activities at all stages of the project.**

*Q: Is the need for this consultant for 7 months (thru October) or 9 months (thru December)?*

**A: The position is funded through December in anticipation post-production support activities.**

*Q: You are asking for certifications, are there any specific certs you would like?*

**A: Certification by Oracle**

*Q: You have a desired skill - “Rally agile tool”. Do you need someone who can use the tool (like a PM), do you need them to install it, or have simply worked in projects where the tool is used?*

**A: The desired skill is experience using Rally. PM experience is not required, but this would include adding user stories and tasks, as well as updating the status of assigned stories/tasks.**

*Q: What do you mean regarding the Required Skill “Reporting and query tools & practices”, where you list “One engagement providing and designing tools...” then include the phrase “10 years, PL/SQL packages, and scripts”? Can you clarify what this means?*

**A: The candidate must be proficient in using the data contained in the data base to provide business value.**

*Q: Is this strictly a DBA role, or do you also want someone with Java development experience?*

**A: This is a DBA position. Java development experienced is not required, though it may be beneficial when working with the java developers.**

*Q: The Required minimum qualifications has a **Specification** for “Working in large Governmental Organizations on IT projects exceeding \$150,000.” For the **Skills and Experience** Section, it lists “Three engagements that the relevant Database Developer/Administrator role exceeded \$150,000. “*

*My question is, do the three engagements all have to be working in large Governmental Organizations, or can they be private businesses?*

*Working in large Governmental Organizations on IT projects exceeding \$150,000*

*Please confirm if this requirement can be waived off or can be substituted with number of years of experience.*

**A: Engagements with large organizations in lieu of State Government specific is acceptable. See Addendum above.**

*Q: Has the agency determined how many mock conversions will be executed prior to the production data load?*

**A: No, this will be determined by the project team as part of the project.**

*Q: Will this resource only be responsible to loading the data provided from the source system?*

**A: No. This position requires creating a new database to support the business needs as well as ETL tasks.**

*Q: Please verify this resources primary responsibility will be Database Analyst and conversion of the current data to an Oracle Database.*

**A: Yes.**

*Q: Does the department of transportation have a current Oracle Administrator or will the 3 consultants be expected to handle all database development and administration?*

**A: There will be a State database administrator available for consultation and to review work. The consultants will provide the bulk of the database development and administration.**

*Q: As Database developer and Database Administrator are two different disciplines, which discipline are you desiring more qualifications from? This requirement alone is quite intensive and very different from a developer: "Three engagements planning for backup and recovery of Oracle database information including restoring the information"*

**A: Both disciplines need to be represented.**

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: