

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to an RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

MN.IT @ DHS

Project Title: MNSure Data Warehouse – Informatica Implementation Architect

Category: Architecture: One (1) resource to act as an Informatica Architect

Business Need

MN.IT@DHS is issuing this Request for Offers (RFO) to procure the services of one (1) resource in the category of Architecture. The Informatica Architecture resource will work with State staff to design and install development and production instances of Informatica Power Center and Informatica Data Governance. The resource will work with State staff to implement development best practices and security best practices to support an enterprise ETL environment. Finally, the resource will document recommendations for future system scalability and resiliency.

Project Deliverables. The successful resource will be expected to:

- Install, configure, and test Informatica PowerCenter in Dev and Prod server environments and on six client machines
- Install, configure, and test Informatica Data Quality in Dev and Prod server environments and on six client machines
- Establish Security Strategy best practices
- Develop plan for sharing development objects
- Develop plan for Version Management
- Document development standards
- Document code lifecycle strategy
- Document recommendations for future system scalability and resiliency

Estimated Project Milestones and Schedule

- Anticipated Project Start Date: July 11, 2016
- Anticipated Project End Date: December 9, 2016

Project Environment

The Architecture resource will need to interface with a variety of individuals both on other project teams and individuals outside project teams that may have a vested interest and can offer information pertaining to the project including:

- Architects
- DHS and MN.IT data warehouse, data management, and quality staff
- Project Managers
- Business Analysts
- Systems Analysts
- Program/Project Managers
- Database Administrators
- Information Technology Group
- MNSure Business staff
- DHS Business staff
- MN.IT employees
- External vendors
- Other agency team members

Informatica software currently licensed by MN.IT@DHS and the subject of this project includes:

- PowerCenter Standard Edition
 - Rapid Prototyping
 - Connectors for
 - DB2 for Linux
 - DB2 for z/OS
 - Oracle RDBMS
 - SQL/Server
 - Teradata
 - Adabas CDC
- Proactive Monitoring PC Operations
- Data Quality Governance Edition
 - Metadata Manager/Business Glossary
 - Advanced Profiling
 - Proactive Monitoring for DQ
- Address Doctor Premium address cleansing
 - DQ IR – USA population

Project Requirements. Requirements include, but are not limited to:

- All work will be done at DHS offices in St. Paul, MN unless otherwise arranged
- Work must comply with the Statewide Enterprise Architecture
- Information Technology Infrastructure Library (ITIL) discipline will be followed
- Work must comply with the State's Enterprise Security Policy and Standards
- Work must comply with Statewide Project Management Methodology
- Work must comply with applicable industry/agency standards
- Resources must be able to work independently, with little or no supervision

Responsibilities Expected of the Selected Vendor. Responsibilities include, but are not limited to:

- Lead the cross-matrix group of IT staff, including the Data Warehouse Architect, Informatica Administrator, system engineers, network administrators, and others to complete installation of the Informatica PowerCenter and Data Quality environments
- Create solution architecture and design as to support business requirements
- Work with the team to establish a foundation of best practices
- Outline key processes, directories and logs in Informatica environment
- Research and recommend future improvements in the Informatica environments
- Transfer knowledge to MN.IT@DHS staff

Mandatory Qualifications (To be initially scored as pass/fail. Thereafter, proposals where the resource meets the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.)

At a minimum, a proposed resource must meet the following mandatory qualifications. Resource submissions that do not clearly demonstrate that these mandatory qualifications are met will not be considered under this RFO.

1. Four (4) years' experience in an IT Architecture role leading the planning and deployment of an enterprise Informatica environment;
2. Five (5) years' experience on Informatica PowerCenter; and
3. B.S. or B.A. degree (4 year) with five (5) years' experience in an Architecture role
OR
 Associates degree (2 year) with seven (7) years' experience in an Architecture role.

Desired Skills. In addition to the Mandatory Qualifications, the proposed resource will be evaluated on the following Desired Skills. Responder should demonstrate in its proposal the length, depth, and applicability of the proposed resource's prior experience in the desired skills below.

1. Three (3) years' experience with Informatica Data Quality;
2. At least one (1) engagement implementing Informatica Business Glossary;
3. Three (3) years' working experience in complex multi-vendor or multi-team IT environment;
4. Two (2) years' experience using data modeling software such as Erwin; and
5. ITIL Foundation certification.

Process Schedule

Deadline for Questions	4/27/2016, 3:30 PM CDT
Anticipated Posted Response to Questions	5/2/2016
Proposals due	5/6/2016, 3:30 PM CDT
Anticipated proposal evaluation begins	5/10/2016
Anticipated proposal evaluation & decision	5/27/2016

Questions

Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule to:

Mike Jokinen, Application Support Division Data Warehouse Supervisor
MN.IT @ DHS
mike.jokinen@state.mn.us

Robin Wegener, Contract Manager
MN.IT Central
robin.wegener@state.mn.us

(Please send to both e-mail addresses.)

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 State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

Responders' proposals that meet the Mandatory Qualifications will be evaluated on the following components:

- Qualifications, including the extent to which Desired Skills are met/exceeded and the extent to which Mandatory Qualifications are exceeded: **70%**
- Cost: **30%**

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, Qualifications scores may be adjusted based on additional information derived during the interview process.

The State also reserves the right to contact proposed resources' references and to adjust Qualifications scores based on additional information derived from the reference checks.

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 State reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
 Master Contractor Address
 Contact Name for Master Contractor
 Contact Name's direct phone/cell phone (if applicable)
 Contact Name's email address
 Resource (Consultant's) Name being submitted

2. Overall Experience:

A. Response Matrix. Copy and complete the following matrix for the proposed resource. Fill in the blanks with the information requested for the resource.

Response Matrix for Each Category		
	Architecture	Maximum Candidates: One (1)
	Architecture MANDATORY QUALIFICATIONS	Provide company name, dates, and details where the resource demonstrates the qualifications
1	Four (4) years' experience in an IT Architecture role leading the planning and deployment of an enterprise Informatica environment	
2	Five (5) years' experience on Informatica PowerCenter	
3	B.S. or B.A. degree (4 year) with five (5) years' experience in an Architecture role OR Associates degree (2 year) with seven (7) years' experience in an Architecture role.	
	Architecture DESIRED SKILLS	Provide company name, dates, and details where the resource demonstrates the skills
1	Three (3) years' experience with Informatica Data Quality	
2	At least one (1) engagement implementing Informatica Business Glossary	
3	Three (3) years' working experience in complex multi-vendor or multi-team IT environment	
4	Two (2) years' experience using data modeling software such as Erwin	
5	ITIL Foundation certification	

- B. Mandatory Qualifications.** In the Response Matrix above, Responders should demonstrate that the proposed resource meets the mandatory qualifications under this RFO. Responders should attach a resume identifying the companies and contacts where the resource has demonstrated the mandatory qualifications. If pass/fail requirements are not met by a proposed resource, the State will discontinue further scoring of that proposal.
- C. Desired Skills.** In the Response Matrix above, Responders should demonstrate the length, depth, and applicability of the proposed resource's prior experience pertaining to the Desired Skills. This component of the proposal must document the previous experiences that demonstrate that the proposed resource has any or all of the desired skills. Responders should attach a resume identifying the desired skills, including companies and contacts where the proposed resource has demonstrated the desired skills described in this RFO.
- D. Resume.** The page after the completed matrix must include the proposed resource's resume as directed above. Resumes must not exceed five (5) pages and must include all experiences in the matrix. Resumes should include dates worked, company name and whether the resource was an employee or contractor.
- E. References.** List three (3) references who can speak to the proposed resource's 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.** Include a separate document labeled "Cost Proposal" which includes the name of the resource being submitted and their proposed hourly rate. **THE COST PROPOSAL MUST BE SUBMITTED AS A SEPARATE DOCUMENT FROM THE OTHER COMPONENTS OF THE PROPOSAL, AND NOT INCLUDED IN ANY OTHER PLACE IN THE SUBMISSION.**
- 4. Conflict of interest statement as it relates to this project**
- 5. Additional Statement and forms:** Responders must complete and submit the following forms, if applicable, in response to this RFO:
- A. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - B. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
 - C. Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 - D. Certification Regarding Lobbying (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

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.

Proposal Submission Instructions

- Each vendor is limited to the submission of one (1) proposed resource in response to this Request for Offers.
- Responses must be submitted via e-mail to:
 - Robin Wegener, Contract Manager, MN.IT Central
robin.wegener@state.mn.us
 - Email subject line must read: [Vendor Name] – MDW/IIA RFO Response
 - Submissions are due according to the Process Schedule previously listed.
- The e-mailed response should contain three (3) attached .pdf files
 - One (1) containing the cover page, response matrix, resume, and references, labeled “Response”
 - One (1) containing the cost proposal only, labeled “Cost Proposal”
 - One (1) containing all other supporting documentation, labeled “Additional Statement and Forms”
- 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.

Liability. 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:

- 1) clearly mark all trade secret materials in its response at the time the response is submitted;
- 2) include a statement with its response justifying the trade secret designation for each item;
- 3) defend any action seeking release of the materials it believes to be trade secret; and
- 4) 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 Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded 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.