

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: MMIS Transformation Project

Category: Program/Project Management

This posting will be used to contract with up to four (4) resources, not necessarily from the same vendor.

Business Need

MN.IT@DHS is issuing this Request for Offers (RFO) to secure up to four (4) Project Managers with strong experience in large and complex systems development projects. The Project Managers are needed to bring several active, highly visible projects to successful completion to enable the technical solution to be deployed and fully operational. The Project Managers will be responsible for managing requirements, design, development, and deployment of the new Medicaid Management Information System (MMIS) system. These may include several cross-agency projects with key collaborators from MNsure, MN.IT and the State Department of Human Services (DHS). The Project Managers will work closely with a MMIS Transition Project Program Manager. The Program Manager will direct the system project life cycle, as well as oversee the system project work plan and ongoing activities. The total value of the total portfolio of projects impacted exceeds 26 million dollars.

The successful candidates will have the experience to assume immediate responsibility for large and technically complex projects and to develop flexible and efficient plans, lead matrixed project teams with multiple priorities while simultaneously fostering an environment of team building and coordination.

It is the on-going commitment of MN.IT to provide technology solutions that are reliable and flexible enough to meet fluctuating customer demand and increasing expectation of 24x7x365 system availability, all while decreasing on-going support expenses.

Project Deliverables

The Project Managers (PMs) will be responsible for managing the development and enhancement of complex information technology solutions and services delivered by MN.IT@ DHS, supporting MMIS. PMs will work with the Information Technology staff to manage project decisions relating to the design and development of new applications in order to meet the needs of the DHS. More specifically, for each project, the Project Manager will create:

- scope definition document
- project plans
- communication documents
- project budget and regular updates to clients
- procurement documents
- risk assessments and risk plans
- resource requirements definitions

For each current assigned project, the Project Manager will:

- review all project artifacts and bring to light deficiencies which may impact project deliverables/schedules
- actively monitor and manage risk mitigation plans and activities
- recommend strategies to move projects forward to completion
- manage overall scope of the MMIS project work

Project Milestones and Schedule

- Expected start date: June 13, 2016.
- Project Managers will create high level milestones and schedules.

Project Environment

The Project Managers will need to work with a variety of individuals both on the project team and outside of the project team that may have a vested interest and can offer information pertaining to the project including:

- Other Project Managers
- Business Analysts
- Developers and development supervisors
- Database Administrators
- Information Technology Group
- System Architects
- All members of the QA staff
- DHS Health Care Administration business staff
- Continuing Care and Community Supports business staff
- MN.IT Information Technology staff, supervisors, and managers
- External vendors
- Stakeholder community including the counties and health care provider organizations
- Other agency team members

Project Requirements

- All work will be done at DHS offices in St. Paul, MN, unless otherwise arranged.
- Work must comply with the Statewide Enterprise Architecture.

- Work must comply with Statewide Project Management Methodology.
- Work must comply with applicable industry/agency standards.
- Work must comply with the State Accessibility Standards.
- Resource must be able to work independently, with little or no supervision.
- Resource must be able to drive to resolution in situations with high ambiguity and confusion.
- Project Managers will report to the supervisor of the MN.IT@DHS Project and Portfolio Management Office, but they will work closely with senior management at DHS and MN.IT and the MMIS Transformation Program Manager.

Responsibilities of the Selected Consultants

Responsibilities include, but are not limited to:

- Provide project and program management and leadership for projects with MMIS technical solution impacts including technical, resource, schedule, communication and financial plans.
- Management of a pre-identified MMIS project portfolio.
- Provide guidance and direction to technology vendors.
- Develop and direct strategies, approaches, and procedures for the MN.IT MMIS IT Solution.
- Communicate and incorporate business owner's visions, business plans, and key objectives.
- Establish and communicate clear performance expectations to members of the MN.IT MMIS IT Solution.
- Provide updates as required by MN.IT, MMIS and DHS leadership.
- Provide project management and vendor management mentoring to State and other vendor staff, as required.
- Foster a culture that supports and drives staff engagement and collaboration in support of State objectives.
- Establish, manage, and leverage business and technology relationships both internal and external to the MMIS IT Solution.
- Transfer knowledge to MN.IT@DHS staff.

Mandatory Qualifications (to be scored as pass/fail)

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.

- B.S. or B.A. degree with five (5) years of experience as a Project Manager
OR
Associate's degree with seven (7) years of experience as a Project Manager.
- Six (6) engagements/projects lasting more than six (6) months each in the role of a Project Manager.
- Two (2) documented engagements in the role of a Project Manager where the project exceeded \$500,000.

Desired Skills

Proposed resources that meet the Mandatory Qualifications 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.

- Computer Science or Information Technology Degree.
- Project Management Professional (PMP) or Master Project Management (MPM) Certification.
- Three (3) or more engagements leading IT project teams of greater than ten (10) individuals.
- Three (3) years working in complex multi-vendor or multi-team IT environment.
- Demonstrated experience in an IT project management mentoring or coaching role.

Process Schedule

	Date Deadline	Time Deadline
Deadline for Questions	05/16/16	3:00 PM CDT
Anticipated Posted Response to Questions	05/20/16	
Proposals due	05/24/16	3:00 PM CDT
Anticipated proposal evaluation begins	05/27/16	
Anticipated proposal evaluation & decision	06/06/16	

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:

Matthew Olsen
 MN.IT @ Department of Human Services
matthew.j.olsen@state.mn.us

Robin Wegener, Contract Manager
 MN.IT Central
roleen.marchetti@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 individuals above, the responder’s proposal may be removed from further consideration.

RFO Evaluation Process

The Responders’ proposals will be evaluated on the following components.

Factor	Weight	Total Points
Mandatory Qualifications	Pass/Fail	

Desired Skills	70%	700
Cost	30%	300
Total	100%	1000

Evaluation of Desired Skills

- a. Points have been assigned to the Desired Skills. The total possible points for each Desired Skill are as follows:

Desired Skills Weight

Desired Skill	Weighted Value
Computer Science or Information Technology Degree	80
Project Management Professional (PMP) or Master Project Management (MPM) Certification	80
Three (3) or more engagements leading IT project teams of greater than ten (10) individuals	180
Three (3) years working in complex multi-vendor or multi-team IT environment	180
Demonstrated experience in an IT project management mentoring or coaching role	180
Total	700

- b. The evaluation team will review the desired skills of each vendor response submitted. After reviewing the desired skills, the members of the evaluation team will rate each desired skill using the following formula:

Component Rating

Excellent	1.0
Very Good	0.8
Good	0.6
Satisfactory	0.4
Poor	0.2
Unacceptable	0.0

Upon determining which of the above Ratings best describes the desired skill being rated, the total possible points available for the component from the Desired Skills Weight table (above) will be multiplied by the corresponding point factor.

EXAMPLE: A "Very Good" rating of (0.8) for "Three (3) years working in complex multi-vendor or multi-team IT environment" worth a maximum of 180 points would receive a score of 144 (180 x 0.8 = 144).

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, Desired Skills scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a candidate from consideration if the candidate is unavailable for interview as requested by the State.

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

Evaluation of Cost Proposals

- a. Lowest cost will be determined by the Cost Proposal rate submitted by the Responder. The Proposal with the lowest cost will receive 100% of the available points. The other Proposals will receive points using the following formula:

$$\frac{\text{Lowest Proposal Rate}}{\text{Responder's Proposal Rate}} \times \text{Maximum Points} = \text{Points Awarded}$$

EXAMPLE: (Using 300 points as maximum): If Responder A submitted the lowest rate of \$100.00, and Responder B submitted a rate of \$117.00, Responder A would receive 300 points and Responder B would receive 256.41 points ($100.00 \div 117.00 \times 300 = 256.41$)

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

(If submitting more than one proposed resource, please submit each resource's materials separately from the other resource's materials, i.e., do not combine the materials for two resources into a single document.)

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/Resume:

A. Mandatory Qualifications (pass/fail).

Responder should establish that the proposed resource meets the mandatory qualifications under this RFO by attaching a resume identifying the companies and contacts where the resource has demonstrated the mandatory qualifications. (Be certain that the resume has dates of work and notes whether the resource was an employee or consultant.) If the proposal and resume do not demonstrate that the resource meets all of the mandatory qualifications, the State will discontinue further scoring of the proposal. ***You must copy the chart below and insert it into your proposal with information filled out to indicate how the proposed resource satisfies each mandatory qualification.***

Mandatory Qualifications		
Resource Name:		
Specification	Skills and Experience	Thoroughly describe, from the resume, how the submitted resource meets the Mandatory Qualification. (Yes/No is not sufficient)
Level of Education	B.S. or B.A. degree with five (5) years of experience as a Project Manager OR Associate's degree with seven (7) years of experience as a Project Manager	
Number of Engagements (Time)	Six (6) engagements/projects lasting more than six (6) months each in the role of a Project Manager	
Number of Engagements (Cost)	Two (2) documented engagements in the role of a Project Manager where the project exceeded \$500,000	

B. Desired Skills. Responders should demonstrate the length, depth, and applicability of the proposed resource's prior experience pertaining to 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. (Be certain that the resume has dates of work and notes whether the resource was an employee or consultant.) Points will be awarded based on the extent to which the proposed resource has the desired skills. ***You must copy the chart below and insert it into your proposal with information filled out to indicate the extent to which the proposed resource satisfies each desired skill.***

Desired Skills		
Resource Name:		
Specification	Skills and Experience	Thoroughly describe, from the resume, how the submitted resource meeting the required skills and experience for each specification. (Yes/No is not sufficient)
Level of Education	Computer Science or Information Technology Degree	
Certification	Project Management Professional (PMP) or Master Project Management (MPM) Certification	
Leadership	Three (3) or more engagements leading IT project teams of greater than ten (10) individuals	
Cross Functional Teams	Three (3) years working in complex multi-vendor or multi-team IT environment	

Mentoring/Coaching	Demonstrated experience in an IT project management mentoring or coaching role	
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At any time during the evaluation phases, the State may contact a vendor for additional or missing information or for clarification of the Response. However, the State does not guarantee that it will request information or clarification outside the submitted written response. To avoid the possibility of failing the evaluation phase or of receiving a low score due to inadequate information, it is important that the vendor submits a complete Response and fully meets all requirements.

C. References. Provide the names of two (2) references who can speak to the 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 the resource completed.

3. **Cost Proposal.** Must be in a SEPARATE DOCUMENT and not listed in any other place in your submission. Include a separate document labeled “Cost Proposal” which includes the name of the resource being submitted and their corresponding proposed hourly rate.
4. **Conflict of interest statement as it relates to this project.**
5. **Supporting Documentation:** Responders must complete and submit the following forms, if applicable, in response to this RFO:
 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>

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 two (2) proposed resources in response to this Request for Offers.
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Robin Wegener, Contract Manager, MN.IT Central robin.wegener@state.mn.us
 - Email subject line must read: [Vendor name] – MMIS Project Manager
 - Submissions are due according to the Process Schedule previously listed.
- The emailed response should contain three (3) attached .pdf files

- One (1) containing the cover page, resume, experience charts, and references, labeled “Response”
- One (1) containing the cost proposal only labeled “Cost Proposal”
- One (1) containing all other supporting documentation Labeled “Supporting Documentation”
- 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/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 its employees, from any claims or causes of action, including attorney’s fees incurred by the State, to the extent caused by the Contractor’s:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The indemnifications 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/oet/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.