

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 and 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 @ Corrections

Project Title: COMS Modernization

Category: Analyst (2 resources needed)

Background and Business Need

MN.IT @ Corrections seeks two analysts with the necessary skill set to document and improve the business requirements for the Correctional Operations Management System (COMS).

COMS is a system of over 70 modules which collects and tracks data about the 16,000+ offenders that are committed to the Commissioner of Corrections. COMS is critical to the department's operations, every business unit in the agency uses this system on a daily basis for their own unique and complex business processes. Additionally, data from COMS is shared with other state agencies, law enforcement, counties, federal government and the public.

A large part of COMS is written in technologies that are near end-of-life. The MN.IT @ Corrections needs additional staff in order to re-write modules of COMS so that they are aligned with current business, security, accessibility and legal requirements.

The Department of Corrections (DOC) desires to modernize COMS in a manner that results in a more secure, flexible, and accessible system that has longevity for years to come. Business enhancements will also be made to improve usability and align the system to current business practices. Lastly, the desire is to have a COMS system that is less expensive to maintain and support.

Project Deliverables

Each analyst selected for this project will be responsible for documenting the business and technical requirements for multiple modules. As members of a module re-write team, the analysts will be involved from start to finish of each module, providing business and technical requirements, some testing and some training as needed.

The successful candidate(s) must be able to work independently with minimal guidance, while also participating on a team. S/he will need to utilize strong analytical and people skills to grasp key points from complicated details and to quickly learn business processes. These roles will include extensive documentation of business requirements.

Project Milestones and Schedule

The milestones and schedule will be developed once the Project Charter for each module re-write effort is finalized.

This engagement is expected to last at least two years, with a start date in July 2016.

Project Environment

The COMS Modernization project will be run as multiple sub-projects, with each module re-write being managed as a sub-project. There are over 32 modules that need to be re-written, from average to high complexity.

Each module re-write will have a team consisting of a PM, BA(s), Developer(s), and QA(s), with those resources consisting of both internal resources and consultants. The size of the team depends on the complexity and size of the re-write effort. A separate COMS support team will be established to manage day-to-day operations. This will allow the resources slated for the overall re-write effort to focus primarily on project work. Functional leads will oversee and support all of the sub-teams rather than being assigned to a specific sub-project.

The re-writes will be developed in their own iteration as independently as possible, however there may be a need to 'retrofit' dependent modules that use data elements from the module being re-written. Retrofit work will be coordinated and managed by the re-write sub-team in cooperation with the COMS support team. Following the release of a re-written module, the short-term support will be managed by the re-write team, with long-term support rolling over to the support team.

Technology used will be C#.NET, MVC, Entity Framework, Team Foundation Server, and SQL Server.

Project Requirements

Business rules must be in compliance with statewide Enterprise Architecture, Project Management Methodology and applicable industry/agency standards.

It is expected that the selected resources will work onsite at the DOC Central Office location. DOC will provide appropriate work space.

Project completion includes knowledge transfer to MN.IT @ Corrections staff so they can continue with the initiative after the contract is done.

Selected candidate(s) will participate in an in-person interview at DOC's Central Office. These are new resource needs.

Responsibilities Expected of the Selected Vendor

For security reasons, the individual(s) selected must provide services on site at DOC's Central Office, located at 1450 Energy Park Drive, #200, St. Paul, Minnesota. Resource(s) must be available during regular business hours including core business hours of 9:00 -3:00.

The individual(s) must pass a full criminal background check, including fingerprints. Information for the background check will be provided to the vendor after a candidate is selected. The candidate(s) must complete the background check within a defined timeframe. The vendor is responsible for any associated cost.

The analysts selected for this engagement will be responsible for:

- Defining and documenting business and technical requirements using MN.IT @ Corrections templates;
- Defining and documenting data mapping between the new and existing modules;
- Creating user interface designs and mock-ups;
- Defining and documenting role-based authentication and authorization;
- Leading Joint Application Design (JAD) sessions;
- Extracting, discovering, capturing and managing business and technical requirements from JAD sessions;
- Ensuring that the extracted business rules reflect the business intent and will result in the desired business behavior;
- Working closely with lead analysts, architects, developers and quality analysts to help them design the application in a way that ensures that the resulting application reflects the business intent and that the application will result in the desired business behavior;

- Assisting in development of a project charter and detailed schedule.

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

The vendor will provide Analyst(s) with the following required minimum skills:

- At least 7 years of experience eliciting and documenting business requirements;
- At least 2 engagements longer than 1 year in a Business Analyst role;
- At least 2 engagements demonstrating experience with the Software Development Life Cycle;
- At least 1 engagement demonstrating experience with Requirements Change Management;
- At least 1 engagement with reverse engineering of an older application to a new application

Desired Skills

- Database analysis skills, including T-SQL;
- Criminal Justice experience;
- Experience with application re-writes;
- Experience with the following tools: Microsoft Office, Team Foundation Server, SharePoint, SQL Server, .NET, Microsoft Project, Microsoft Visio (or Balsamiq).

Process Schedule

Process Milestone	Due Date
Deadline for Questions	07/11/2016, 2:00 PM
Anticipated Posted Response to Question	07/12/2016
Proposals due	07/15/2016, 2:00 PM
Anticipated proposal evaluation begins	07/18/2016
Anticipated proposal evaluation (incl. interviews) & decision	08//08/2016

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Joyce Simon
 Organization: MN.IT @ Corrections
 Email Address: joyce.simon@state.mn.us

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

RFO Evaluation Process

All responses received by the due date and time previously listed will be reviewed by the State. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation.

- Mandatory Qualifications (40%)
- Desired Skills (30%)
- Cost (30%)

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

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 Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

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

2. Overall Experience:

1. Provide a listing of "Mandatory Qualifications" met from the list above, including companies and contacts where your resource has demonstrated the required skills. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal.
2. Points will also be awarded based on the desired skills noted above. Provide a listing of "desired skills" met which highlight the resource's desired skills noted above.
3. Attach a resume for each proposed resource in addition to the narrative description. Be certain the resume has start and end dates of work experience (MM/YYYY) and notes whether the resource was an employee or consultant.
4. Similar postings have drawn more than 100 responses. Make it easy for the reviewers to find the required/desired skills and experience in both the narrative and resume.

3. Cost Proposal must be in a separate document and cost must not be listed in any other place in your submission. Submit the document using the document naming convention: <Company Name><Resource Name> <Category> Cost Proposal. Example: ABC Company, John Doe, Analyst Cost Proposal. The Cost Proposal must include the name of each resource being submitted and their corresponding proposed hourly rate.

4. Conflict of interest statement as it relates to this project. Responder must complete the conflict of interest statement as it relates to this project in accordance with the requirements set forth below.

5. Additional Statement and forms:

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.

Proposal Submission Instructions

- **Vendor is limited to submission of 2 (two) resumes/candidates in response to the Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Deb Johnson at mnitcontracts@state.mn.us.
 - Subject line of email should read RFO0137 <company name><consultant name>
 - Follow naming conventions for Technical and Cost documents described above.
- **A copy of the response must be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- Submissions are due according to the process schedule previously listed.
- To avoid multiple vendors submitting the same candidate, please be sure you are authorized to submit the candidate for this position.
- **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.

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 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: 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/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.

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.