

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 @ Department of Public Safety

Project Title: MNLARS Scrum Master

Category: Project Management (4 positions)

Business Need

MNLARS, the Minnesota Licensing and Registration System, will improve system operability, stability, record keeping, security, and customer service for the Minnesota driver's license and motor vehicle registration systems. This system will include Driver's License, Driver Compliance, Vehicle Title and Registration, Dealer Licensing, Inventory, and Finance processes.

MN.IT Services @ DPS is seeking four experienced Scrum Masters for the MNLARS project. MNLARS is using the Scaled Agile Framework (SAFe) approach to develop the new Driver and Vehicle services system. Several scrum teams are already deployed across the project. The Scrum Master (SM) will take the lead in designing the sprints and backlog, manage the sprints and assigned staff. The SM will ensure that all facets of the scrum team are working optimally, clear obstacles and communicate expertly within the team and with outside partners and stakeholders.

The SM will work closely with the Release Train Engineer (RTE), technical leaders and business product owners. It is extremely important that each scrum team have well designed processes which are closely followed and adjusted through regular retrospectives. Each SM will work with the other SMs to coordinate handoffs and integration of work.

The expected start date for the scrum masters is as soon as possible, ideally by November 28th, 2016. The contracts are expected to continue through the first quarter of calendar year 2018 to assure the transition to the MNLARS system is complete, but could end sooner.

Project Deliverables

The Scrum Masters will provide leadership as follows:

- Help assure the team follows the Scrum and Scaled Agile Framework processes, The SM will coordinate sprint planning, lead daily scrums, coordinate each sprint review and participate in

Agile Release Train planning sessions. The SM will make sure that sprint participants understand their roles and assignments.

- Assure that all aspects of Rally, the SAFe software portfolio management tool used by MNLARS, are promptly updated for each scrum team.
- Help the team meet their Program Increment objectives for all features committed to during Program Increment planning through solid execution of each of the Program Increment Sprints.
- Help the team meet their daily and iteration objectives, including working to remove impediments and communicating with other teams
- Facilitate Team continuous process improvement.
- Coordinate solution implementation and delivery with other Scrum Masters on the Release Train.
- Help foster Agile code quality practices, including providing guidance to assist the teams in constantly improving code quality.
- Scrum Masters will keep MNLARS leadership informed, through participation in the Scrum of Scrum meetings.
- Coordinate team efforts under architectural and portfolio governance, system level integration and the biweekly System Demo.
- Use normalized estimating to help the program estimate larger features and epics.
- Facilitate preparation and readiness for release planning and Inspect and Adapt ceremonies.

Deliverable Based Contract

Payment will be based on the successful completion of a sprint, not on hours. Sprints are two weeks in length. Cost proposals should be presented as an hourly rate, per the SITE program. Contracts will reflect a sprint cost based on the hourly rate X 2000 hours/year and 26 sprints per year. Vendors will be expected to bill no more often than monthly for sprints completed during the month.

Project Milestones and Schedule

Each Scrum Master will be assigned to one of five scrum teams. For each sprint, the SM will

1. Groom the backlog; keep the number of user stories greater than the work to be done. With each sprint, establish the priorities for the sprint.
2. Update all Rally scrum team artifacts
3. Update the task board moving items to completed
4. Maintain a burn-down chart showing progress
5. Maintain a cumulative flow from the sprints, managing the workload
6. Coordinate the showcase at the end of each sprint, guiding team to that end, scheduling and inviting stakeholders.

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.)

- Propose an hourly rate at or below vendor's Max Hourly Rate for the category.
- 5 years of Scrum Master experience.

- 3 years of Scrum Master experience in a multi-scrum team environment for one or more large enterprise project(s) (project budget in excess of 2 million dollars per project).

Desired Skills

- 1 year of SAFe experience
- Certification in Scaled Agile Framework (SAFe)

Process Schedule

Process Milestone	Due Date
Deadline for Questions	10/20/2016, 2:00 PM
Anticipated Responses to Questions Posted	10/25/2016
Proposals Due	11/03/2016, 2:00 PM
Anticipated proposal evaluation complete	11/18/2016
Anticipated work order start	11/28/2016

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: Lynette Podritz
Organization: MN.IT
Email Address: MNITContracts@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

Each candidate will be evaluated based on the following scale:

Evaluation:

Candidate Qualifications	40%
Candidate understanding of SAFe	30%
Cost	30%

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, the State reserves the right to adjust the scores given to the written submissions 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.

The State also reserves the right to contact proposed resources' references and to adjust the scores of the written submission 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 Organization 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
 Name of resource(s) being submitted

2. Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the mandatory qualifications as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Also include the name of 2 references who can speak to the resources 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

Cost proposal must include the company name, candidate name and the hourly rate proposed for each candidate submitted. **This must be in a separate document**, not included in the body of your technical proposal.

4. Additional Statement and forms:

1. Conflict of interest statement as it relates to this project
2. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
3. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
4. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
5. 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

- **Vendor is limited to submission of 3 resumes/candidates in response to the Request for Offers – Each submission should be made as a separate email.**
- Response Information:
 - Email response as attachment to Lynette Podritz
 - MNITContracts@state.mn.us
 - In subject line: RFO response: PM/Scrum Master
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State's email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- **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 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.