

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

Office of MN.IT Services @ Department of Public Safety

Project Title: *MNLARS Scrum Team*

Category: *Developer/Programmer (up to 6 resources needed)*

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, Vehicle Registration, Dealer Licensing, Inventory, and Finance processes.

MNLARS is using Scaled Agile Framework (SAFe) methodology. The project will need up to 6 senior C# and .Net developers to work with the scrum teams in developing the new system. The Developers will work closely with the scrum teams, architects, PMO, and report to the Project Director.

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 Deliverables

Each Senior Developer will:

- Provide leadership to their assigned scrum team, focusing on designing and delivering a scalable, modular, world class system that fully incorporates Test Driven Development (TDD) techniques to assure a high quality, easily refactorable application.
- Focus on delivering working code while also keeping a design eye on the bigger project picture and overall MNLARS goals. The Senior Developers are expected to take on the most difficult design and coding problems, delivering solutions that are in alignment with business and technical/architectural goals.
- Communicate effectively to keep Scrum mates, other Scrum teams and MNLARS leadership informed of progress and potential risks.
- There is one major and several incremental production deliverables: the first major deliverable is the Minimum Viable Product (MVP) of Vehicle Services; the other incremental deliverables are necessary post MVP functional additions for Vehicle Services and Driver's License Services migration to MNLARS to allow decommissioning of the current production systems.
- The Developers will design and develop code for the Driver's License, Driver Compliance, Vehicle Title, Vehicle Registration, Dealer Licensing, Inventory, and Finance systems.
- Enhancements and additional deliverables will be developed as required.
- Code will be developed in response to user stories assigned to the scrum team. Developers will be an integral part of each scrum.

Project Milestones and Schedule

The Senior Developers will be assigned to one of five Scrum Teams that is working on one to many MNLARS delivery domains: Vehicle Services, Driver's License, Inventory, IAM, or Finance. There is one major and several incremental production deliverables: the first major deliverable is the Minimum Viable Product (MVP) of Vehicle Services; the other incremental deliverables are necessary post MVP functional additions for Vehicle Services and Driver's License Services migration to MNLARS.

The MNLARS project will be delivered in the following production deployments:

1. The MVP Vehicle Services release will be delivered on or before the end of October 2016
2. A window for the MVP Driver's License release will be established. Work will begin on that release as soon as technically possible, with production deployment expected by December 31, 2017.
3. Additional MNLARS enhancement releases will be formed and delivered as required.
4. Four scrum teams are underway, with a fifth being added as soon as possible. Program Increment are 10 weeks long and sprints will generally be two weeks long.

Project Requirements

When fully implemented, the MNLARS project will completely replace the existing mainframe and ESupport systems, providing Vehicle Titling, Permitting, Registration and Driver's License exams and renewals. The MNLARS system will eventually be used by approximately 20,000 users throughout the State and provide information to or respond to requests from over 87 separate external interfaces. MNLARS will be in full compliance with the Statewide Enterprise

Architecture standards, the Statewide Project Management Methodology and provide software support for numerous MN and Federal statutes in the Vehicle and Driver's License domains.

Responsibilities Expected of the Selected Vendor

The selected vendor is expected to:

1. Provide a replacement candidate if a selected individual is found to be unacceptable or becomes unavailable prior to the completion of the MNLARS project. The state has the right to accept or reject the replacement candidate. All replacements must be made using the SITE Program work order amendment process.
2. Comply with the MNLARS invoicing requirements.
3. Meet with the MNLARS Application Director once per month to discuss the performance of their selected candidates.

Mandatory Qualifications (to be scored as pass/fail)

(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.

8 years of experience in each of the following areas:

- C# language fundamentals
 - OO principles, LAMBDA, Generics, Interfaces, coding standards, best practices
- .NET Framework experience:
 - ASP.NET, ADO.NET, ASP.MVC, WEB API, Entity Framework, LINQ, LAMBDA, Dependency Injection
- Web services framework experience
 - WCF, WEB.API, jQuery, JSON parsers, etc.
- Relational database experience (Oracle, SQL Server, etc.)
 - Normalization, PL-SQL or T-SQL, General optimization techniques
- Javascript language fundamentals
- HTML/CSS language fundamentals

2 years of experience in each of the following areas:

- Experience in Test Driven Development and automated unit testing
- Javascript framework experience
 - Rich client framework (Angular, Bootstrap, Knockout, etc)
 - jQuery, jQuery UI (or equiv),
- Testing frameworks
 - Javascript: jasmine, QUnit, TestSwarm, etc.
 - .NET: NUnit, Visual Studio Unit Test Framework, etc.
- Agile experience as a developer in a multi-team environment on a project > \$2 million.
- Experience with secure coding principals such as: OWASP Top 10, SANS Top 25

Desired Skills

- Demonstrated passion for technology, such as participating in community technology events.
- Experience mentoring or teaching skills to more junior staff
- Experience developing mobile apps in iOS, Android, Microsoft
- Experience with Typescript and LESS
- Demonstrated experience with developing accessible user interfaces that comply with WCAG 2.0

Process Schedule

Process Milestone	Due Date
Deadline for Questions	10/21/2016, 2:00 PM
Anticipated Responses to Questions Posted	10/26/2016
Proposals Due	11/04/2016, 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: Minnesota IT Services
 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 criteria, if they have passed the pass/fail requirements:

- 40% Candidate Overall Experience and Qualifications
- 30% Candidate Experience in an Agile and Test Driven Development Environment
- 30% Cost

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. Experience:

- a. Provide narrative, including companies and contacts where your resource has demonstrated the mandatory qualifications as previously noted. **Clearly show how the candidate meets the mandatory qualifications.** If pass/fail requirements are not met, the State will discontinue further scoring of the proposal.
- b. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills.
- c. 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. The resume must match the experience shown in item 1 above.
- d. Also include the name of two 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.**
- e. Upload all of the above along with the required forms, shown in #5 below, in one document.

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 according to directions to Lynette Podritz, Minnesota IT Services at MNITContracts@state.mn.us
 - Subject line:** RFO response and Number assigned to the RFO - Company name – Candidate(s) last name – developer
 - The technical proposal and cost sheet may be word or pdf documents. **The document title should include the company name and the last name of the candidate(s). The title of the cost sheet should identify it as the cost proposal.**
 - Please proofread your offering to ensure it references this posting only, that you have included all the required documents and that the readers of the proposal can easily discern your candidate(s)' qualifications.
- 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 be responding to the posting 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.

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.