

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

Minnesota IT Services in partnership with the Minnesota Department of Transportation

Project Title: Budgeting By Products and Services (BBPS) Phase 2

Category: Developer/Programmer

Minnesota IT Services (MNIT) in partnership with the Minnesota Department of Transportation (MnDOT) is seeking two (2) Oracle Forms developers to support Salary Projections and one (1) Microsoft Access developer to support the Base Budget Tracking. Not all positions will necessarily be filled by the same vendor.

Business Need

MnDOT has been directed by the Minnesota Legislature to report on its products and services annually. We are required to report the annual budget for products and services for each office and district, with a comparison to the actual spending.

Beyond the legislative requirement, budgeting by products and services will also enable MnDOT:

- Demonstrate effective and efficient use of resources
- Make financially effective prioritizations and decisions

MnDOT and MNIT @ DOT developed and implemented a Budgeting by Product and Services (BBPS) application to supplement the functionality in the State's Oracle PeopleSoft system (SWIFT). The first phase of the project was implemented on June 30, 2015.

The second phase of the project requires moving more functionality into SWIFT and adding additional functionality into the BBPS application. The work is targeted for completion for the start of FY18, which begins on July 1, 2017. MNIT @ MnDOT will perform most of the development work, but we have a need for additional development staff for the following two functional areas:

- 1) **Salary Projections** which uses data from the statewide payroll system (Oracle PeopleSoft). Develop Oracle forms that will allow users to review, analyze, and update the data to provide accurate salary projections by products and services.

The business needs two (2) expert Oracle Forms developers to supplement the MNIT @ MnDOT current Oracle Form developers.

- 2) **Base Budget Tracking** database will track the base budget by office/district. The business will store this information in an Oracle table by office/district and the products and services code. The business intends to extract and analyze all SWIFT budget transactions to determine the type of adjustment as well as the appropriate product and service. The data will be stored in the MnDOT warehouse, so that reports can be generated for the current base budget by office/district and product and service.

The business needs one (1) Microsoft Access developer with experience using Access as a front end to an Oracle database.

Project stakeholders are the MnDOT management groups and financial professionals across the agency.

Project Deliverables

The selected vendor(s) will provide key personnel who will supplement MNIT @ MnDOT's current staff to assist in the upgrade and modify multiple systems in order to meet the project schedule.

Design, develop, code, test, debug, and implement modifications using the business rules and specifications to create new Oracle Forms for Salary Projections according to the approved design and technical models incorporating the business rules and data requirements.

Design, develop, code, test, debug, and implement modifications using the business rules and specifications to create new MS Access for Base Budget Tracking according to the approved design and technical models incorporating the business rules and data requirements.

The developers will provide sufficient documentation so that a user manual can be generated by MnDOT staff for training users on the modifications.

Provide informal training and knowledge transfer to key MNIT @ MnDOT staff so that may support the system and preform any additional modifications or enhancements after the contract is completed.

Project Milestones and Schedule

- Anticipated project engagement start date: November, 2016
- Anticipated project engagement end date: June 30, 2017

Project Requirements

The selected vendor(s) will:

- 1) Follow all technical specifications and processes identified in this Request for Offers (RFO).
- 2) Provide informal training and knowledge transfer to key MNIT @ MnDOT staff, including but not limited to the following:
 - *The selected vendor(s) will be expected to have the necessary communication skills so that the Accounting System staff will be able to actively participate in the development of the system and to facilitate the hand-over process upon completion of the development.*
 - *The selected vendor(s) will provide sufficient documentation so that a user manual could be generated for training users on the development.*
- 3) Adhere to MNIT @ MnDOT's testing and acceptance criteria.
- 4) Report all work plans and completed requirements to the project manager.
- 5) Perform unit and integration testing.
- 6) Update User and System Documentation for the applications developed.
- 7) Adhere to MNIT @ MnDOT's Project Documentation.
- 8) Weekly time reporting is required.

Responsibilities Expected of the Selected Vendor(s)

The selected vendor(s) will provide up to two (2) experienced Oracle Forms developers for the period of November, 2016 through June 30, 2017 that meet the mandatory qualifications listed below. Each developer is needed for approximately 1,496 hours.

The selected vendor will provide one (1) experienced MS Access developer for the period of November, 2016 through June 30, 2017 that meets the mandatory qualifications listed below. This developer is needed for approximately 1,496 hours.

Total developer/programmer hours of 4,488.

All work will be performed onsite at the Transportation Central Office Building alongside the MNIT @ MnDOT staff. Work will be performed according to the State's schedule during normal State business hours.

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.

Vendor must propose hourly rates at or below the vendor's Max Hourly Rate for the category.

Salary Projections (2 Resources needed)

- 2 years of experience using Microsoft Word 2013.
- 2 years of experience using Microsoft Excel 2013.
- 2 years of experience using Oracle Client Service and Linux 6 (and Linux 7) Environment Application Server Deployment.
- 2 years of experience working with Oracle Forms (11.1.1.3) on (Red Hat) Linux 6 Server (Oracle Forms (12.1.x) on (Red Hat) Linux 7 Server).
- 2 years of experience using Oracle Form Builder version 11.1.1.3 (12.1x).
- 3 years of experience writing PL SQL and using Toad – Oracle Database 11.2.0.4 (12.2.1.0.0).

Base Budget Tracking (1 Resource needed)

- 2 years of experience using Microsoft Access 2013.
- 2 years of experience with Visual Basic for Applications (VBA).
- 2 years of experience writing Access Form Front End on Oracle Database 11.2.04. (12.2.1.0.)
- 2 years of experience writing Oracle PL SQL.

Desired Skills

Proposed resources that meet the Mandatory Qualifications will be evaluated on the following Desired Skill. Responder should demonstrate in its proposal the length, depth, and applicability of the proposed resource's prior experience in the desired skill below.

- Experience working with enterprise financial systems, such as Oracle PeopleSoft or SAP.
- Experience working with the State's Oracle PeopleSoft system (SWIFT).

Process Schedule

<u>Process Milestone</u>	<u>Due Date</u>
Deadline for Questions	11/01/2016, 2:00 PM CT
Anticipated Posted Response to Question	11/03/2016
Proposals due	11/07/2016, 2:00 PM CT
Anticipated proposal evaluation complete	11/21/2016

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: Leah Wilhelmy
- Organization: Minnesota IT Services
- Email Address: mnit.contracts@state.mn.us
- Email subject line must read: LJW RFO#0157 MNIT Consultants for BBPS Phase 2

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website () 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

- Mandatory Qualifications Pass/Fail
- Experience 60%
- Desired Skills 10%
- Cost 30%

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, 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.

The State also reserves the right to contact the proposed resources' references and to adjust 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 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
 Consultant's Name being submitted Contact Name for Vendor

2. Overall Experience:

- A. Resume identifying the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. **Please complete the matrix below.**
 - i. 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 your proposal. ***You must copy the chart(s) below and insert into your proposal with information filled out to indicate how the proposed resource satisfies each mandatory qualification.***
- B. Resume identifying any Desired Qualifications.
 - i. Responder should demonstrate the length, depth, and applicability of the proposed resource's prior experience pertaining to the Desired Qualifications. Responder's should attach a resume identifying the desired qualifications, including companies and contacts where the proposed resource has demonstrated the desired qualification described in this RFO. (Be certain that the resume has dates of work and notes whether the resource was an employee or consultant.) **Please complete the matrix below.**

RESPONSE MATRIX for SALARY PROJECTIONS	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
2 years of experience using Microsoft Word 2013.	
2 years of experience using Microsoft Excel 2013.	
2 years of experience using Oracle Client Service and Linux 6 (and Linux 7) Environment Application Server Deployment.	
2 years of experience working with Oracle Forms (11.1.1.3) on (Red Hat) Linux 6 Server (Oracle Forms (12.1.x) on (Red Hat) Linux 7 Server).	
2 years of experience using Oracle Form Builder version 11.1.1.3 (12.1x).	
3 years of experience writing PL SQL and using Toad – Oracle Database 11.2.0.4 (12.2.1.0.0).	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Experience working with enterprise financial systems, such as Oracle PeopleSoft or SAP.	
Experience working with the State's Oracle PeopleSoft system (SWIFT).	

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RESPONSE MATRIX for BASE BUDGET TRACKING	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
2 years of experience using Microsoft Access 2013.	
2 years of experience with Visual Basic for Applications (VBA).	
2 years of experience writing Access Form Front End on Oracle Database 11.2.04. (12.2.1.0.)	
2 years of experience writing Oracle PL SQL.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Experience working with enterprise financial systems, such as Oracle PeopleSoft or SAP.	
Experience working with the State's Oracle PeopleSoft system (SWIFT).	

3. The names 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. The State reserves the right to contact proposed resources' references and to adjust the Experience and Desired Skills scores based on the additional information derived from the reference checks.
4. **Cost Proposal**
Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted and their corresponding proposed hourly rate.
5. **Conflict of interest statement as it relates to this project**
6. **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>

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.

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 may submit no more than three (3) candidates in response to this Request for Offers. Each proposal can include one-two (1-2) candidates for Salary Projections and/or one (1) candidate for Base Budget Tracking.**
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - mnit.contracts@state.mn.us
 - **Cost must be submitted as a separate attachment. DO NOT INCLUDE COST IN THE PROPOSAL OR IN THE BODY OF THE EMAIL.**
 - Email subject line must read: LJW RFO#0157 MN.IT Consultants for BBPS Phase 2
- 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.