

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services (“MN.IT”) @ Department of Employment and Economic Development (“DEED”)

Project Title: Workforce One (WF1) 6.0 Rewrite

Categories:

1. Architecture
2. Analyst
3. Developer/Programmer

Vendors must be approved in all categories to respond to this RFO.

Business Need

Due to changes in technology and the desire to enhance existing functionality, the Workforce One (WF1) legacy system has been re-written as a .NET application for DEED’s Workforce Development Division and the Department of Human Service’s employment and training programs.

Minnesota’s Workforce One 5.0 (WF1 5.0) is a newly launched case management system used to track client activity in 28 or more state-funded employment and training programs and many locally funded programs. At any one time these programs are providing services to over 100,000 active participants.

This system is administered and maintained by MN.IT on behalf of DEED and used by nearly 3,000 staff located across 128 State, County and private non-profit service providers.

Vocational Rehabilitation Services (VRS) and State Services for the Blind (SSB) remain on the WF1 legacy system. The functionality needs to be added to the new system for these two programs. In addition to case management and data reporting functionality, VRS and SSB use the system to manage caseload budgets, encumber purchased services for participants and track associated invoices. VRS and SSB also has identified the need to integrate and manage electronic documents with the system. This functionality is also of interest to partners within the WF1 5.0 system. The goal is to rewrite and add to VRS and SSB functionality so that all partners are again integrated into one system (WF1 6.0).

Major project stakeholders include the Directors of DEED’s Vocational Rehabilitation Services, State Services for the Blind and Workforce Development Division, the Department of Human Services and local agency partners.

The State needs a team comprised of a .Net architect, a .Net programmer and a business analyst to assist with the rewrite the portions of the system that are used by SSB and VRS. The architect and

business analyst will be needed immediately upon start of the contract. The developer position is not anticipated to be needed until February, 2015.

Project Deliverables/Responsibilities

The .Net architect will be acting as a technical lead on the project and is expected to assist in the design and implementation of the WF1 6.0 features of the system. The features developed within this project must allow for integration with the WF1 5.0 system. Continuity in style, appearance and approach are essential. VRS and SSB require much of the same functionality that is used by DEED and DHS (e.g., eligibility determinations, plans, services, outcomes, case notes, reporting). However, additional functionality will include the ability for users to:

- Manage priority for services
- Manage caseload budgets
- Encumber purchased services for participants
- Track associated invoices through SWIFT interfaces
- Integrate and manage electronic documents with the system

This position is expected to work with the MN.IT@DEED architects on refining development standards for the project to assure that MN.IT is using both up to date standards and technologies. Project deliverables for this position include:

- Assuring that the WF1 6.0 project is adhering to established standards
- Documenting any additional standards that arise from this project
- Training/mentoring/knowledge transfer to appropriate MN.IT@DEED team members
- Regular status reports and work plan
- Adherence to timekeeping and invoicing practices of DEED
- Follow project's change control procedures

The analyst (BA) will be expected to work with MN.IT business analysts on the following efforts:

- Scheduling and conducting joint application design sessions with users and stakeholders
- Gathering and documenting business requirements
- Creating mockups and specification documents
- Creating and executing formal and exploratory tests
- Documenting and testing bugs and change requests
- Developing training materials
- Conducting user acceptance testing
- Regular status reports and work plan
- Adherence to timekeeping and invoicing practices of DEED
- Follow project's change control procedures

The developer/programmer will be expected to work with MN.IT@DEED business analysts, developers, database administrator and architect on the following efforts:

- Participating in BA/developer consultations
- Coding features in accordance with specifications and development standards established for the system
- Developing unit tests in accordance with standards established for the system
- Reviewing code and units tests to assure standards are followed
- Work closely with BA's and other technical staff to assure that features are developed in accordance with requirements and specifications
- Regular status reports and work plan
- Adherence to timekeeping and invoicing practices of DEED
- Follow project's change control procedures

Project Milestones and Schedule

- The project is expected to begin in December, 2014. Initial contractor participation is anticipated to run through June, 2016. The scope and requirements obtained from VRS and SSB will drive the actual length of the project.
- The agile scrum methodology will be employed for development of the system. Four week sprints are used as key deliverable dates for product backlog items.

Project Environment

- The staff for this project will include a blend of MN.IT@DEED staff and contractors including:
 - Project Manager - .3 fte
 - Scrum master - .7 fte
 - Product owner - .6 fte
 - .Net Architect – 1.6 fte (1 contractor fte)
 - Database administrator - .5 fte
 - Business Analyst - 2.8 fte (1 contractor fte)
 - .Net developers – 3.2 fte (1 contractor fte)

As mentioned above, the project will employ an agile/scrum methodology. A MN.IT@DEED project manager will be assigned to manage overall project deliverables along with the product owner. The product owner will be responsible for managing project priorities, and communications with stakeholders and users. An assigned scrum master will be responsible for managing day to day project tasks, coordinating sprint reviews and facilitating sprint planning and retrospectives. All team members are responsible for attending daily scrums, managing their time and tasks through team foundation server project tools and completing assigned tasks.

The current system employs the following technologies:

- .Net 4.0
- VB.Net
- Asp.Net
- MS SQL Server
- Microsoft Team Foundation Server
- MS SSRS
- WCF
- MVP

Project Requirements

This team will be working under the guidance of a MN.IT project manager. This project will be managed using an agile/scrum methodology. Under this methodology the team will be expected to perform monthly sprints. It is expected that this team will follow [MN.IT's](#) and the WF1 project's established architecture and will adhere to the standards for documentation, coding, unit testing and functional testing.

All development must follow industry security best practices and comply with State of Minnesota security policies and standards and all applicable State, Federal, and industry laws and regulations.

The scope of work includes:

- Following direction of MN.IT scrum master and project manager
- Ensuring agreed to project timelines are met
- Adhering to time keeping and invoicing practices of DEED
- Following formal Change Control procedures

- Completing work at DEED's First National Bank offices in St. Paul, MN between normal business hours of 8:00 am to 5:00 pm, excluding holidays
- Providing a project plan for time billed against this work may be registered with the Project Management Office at commencement

It is expected that all team members have experience working in an agile/scrum project and are proficient in the use of team foundation server project tools. Additional position specific proficiencies are listed below.

Required Skills (to be scored as pass/fail) Architect – Technical Lead

Required minimum qualifications:

The skills required of the .Net Architect – Technical Lead include:

- 7 or more years of Public Sector Enterprise Architecture & Design experience.
- 3 or more Public Sector projects involving a leadership role in performing Enterprise Architecture & Design, including business analysis, requirements gathering, enterprise architecture design and advanced development in a .Net environment.
- 2 or more assignments where leading and mentoring a team of 6 or more on the strategic design and direction of the project along with the skill sets to ensure successful transfer of knowledge.
- 1 or more experiences and training in secure design and secure development best practices
- Two or more years incorporating accessibility requirements in architecture and design
- Documented years of experience using the following skill sets and technologies in an Enterprise Architecture Environment:
 - 6 or more years of .Net 3.x and 4.0
 - 5 or more years of ASP.Net
 - 3 or more years of VB.Net
 - 3 or more years of Service Oriented Architecture
 - 2 or more years of LINQ
 - 5 or more years of SQL and writing stored procedures for SQL Server
 - 1 or more engagements with practical experience with separated presentation patterns (e.g., MVP, MVC, MVVM)
 - Experience with dependency injection
 - 1 or more years writing unit tests for formal framework (e.g., Visual Studio Unit Tests)
 - 2 or more years using Microsoft team foundation server (TFS) in daily development (i.e., work item tracking, associations, gated check-ins, etc.)

Desired Skills - Architect – Technical Lead

- 2 or more engagements as a technical lead
- 2 or more engagements with a governmental entity
- Knowledge and 2 or more engagements working within an Agile/Scrum environment
- Strong oral and written communication skills for internal and external audiences, based on reference interviews and interview responses (if interviews are held).
- Bachelor's degree, BS or greater

Required Skills (to be scored as pass/fail) Developer/Programmer

Required minimum qualifications:

The skills required of the .Net Developer:

Documented experience with each of the following:

- 3 or more years of .Net 3.x and 4.0
- 3 or more years of ASP.Net
- 1 or more years of VB.Net
- 1 or more years of LINQ

- 3 or more years of SQL and writing stored procedures for SQL Server
- 1 or more engagements with practical experience with separated presentation patterns (e.g., MVP, MVC, MVVM)
- Experience with dependency injection
- 1 or more years writing unit tests for formal framework (e.g., Visual Studio Unit Tests)
- 2 or more years using Microsoft team foundation server (TFS) in daily development (i.e., work item tracking, associations, gated check-ins, etc.)
- 1 or more experiences and training in employing secure development best practices

Desired Skills – Developer/Programmer

- 1 or more engagements working within an Agile/Scrum environment
- Strong oral and written communication skills for internal audiences, based on reference interviews and interview responses (if interviews are held).
- Bachelor's degree, BS or greater

Required Skills (to be scored as pass/fail) Analyst

Required minimum qualifications:

The skills required of the Business Analyst:

- Documented 3 or more years' experience with each of the following:
 - Business requirements gathering
 - Joint application design preparation and facilitation
 - Artifact documentation and development
 - Specification and wireframe development
 - Writing and executing formal test cases and scenarios
 - Providing user training and support
- Documented 2 or more engagements where the candidate demonstrated the following:
 - Work in a team (preferably scrum) environment
 - Work as an analyst in both business and technical roles
- Experience with the design and implementation of a web based information management system
- Experience and training in integrating security measures within requirements documentation
- Experience incorporating accessibility requirements in analysis and testing

Desired Skills – Business Analyst

- 1 or more engagements working within an Agile/Scrum environment
- Documented 2 or more engagements where the candidate demonstrated each of the following:
 - Strong oral and written communication skills with both internal and external audiences
 - Strong analysis skills
 - Problem solving
 - Strong oral and written communication skills for internal audiences, based on reference interviews and interview responses (if interviews are held).
- Bachelor's degree, BS or greater
- 1 or more engagements with a governmental entity
- 1 or more engagements using Microsoft Test Manager
- 1 or more engagements using Microsoft team foundation server (TFS) in daily work flow (i.e., work item tracking, associations, document check in/out, etc.)

Process Schedule

Deadline for Questions

11/20/2014, 2:00 PM

Anticipated Posted Response to Questions

11/21/2014

Deadline for responses	12/1/2014, 2:00 PM
Anticipated proposal evaluation begins	12/1/2014
Anticipated proposal evaluation & decision	12/8/2014

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: Cathy Russell
 Organization: MN.IT@DEED
 Email Address: Cathy.russell@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.

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.

RFO Evaluation Process

- Clarity (adherence to format requirements/content) - 5%
- Experience, Resume and related documents - 50%
- References and interviews (if held) - 15%
- Cost - 30%

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:

Cover Page:

Vendor Name
 Vendor Address
 Vendor City, State, Zip
 Contact Name for Vendor
 Contact's direct phone/cell phone (if applicable)
 Contact's email
 Resource Name being submitted

Overall Experience:

1. Provide narrative addressing information for all pass/fail and desired qualifications for each resource. Narratives should include how each submitted resource(s) experience meet the required and desired skills (as outlined for each title, above) and be placed directly on top of the resume(s) submitted for each resource. Notes should be made whether the resource was a consultant or an employee of the company where they performed the duties. These additional items should be addressed in each narrative:
 - It should include companies and contacts where your resources have demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
 - In two paragraphs each resource should provide answers to the following questions:

- Based on the details from this SOW as well as your experience in this position, what do you feel is the biggest challenge in completing this assignment?
 - How do you plan on addressing this challenge?
 - Also for each resource include the name of three 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 this resource completed.
2. Proposed rates for the each resource type may be listed on a separate spreadsheet and be submitted as a **separate attachment** to the email. Any proposal that does not have this required cost information will not be evaluated.

Note: Points will also be awarded based on the desired skills noted above. Include one paragraph, in the narrative, which highlights each resource's desired skills noted above.

Note: The state reserves the right to interview final candidates based on the responses and scores. The vendor will be contacted to arrange a mutually agreed upon interview time, should this be necessary.

- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
- a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- e) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - Cathy Russell, Director of Application Development and Support
 - Cathy.Russell@state.mn.us
 - Label email as Proposal Response – WF1 6.0 – vendor name – proposal, or – cost attachment
- Submit response via the above email address
- Submissions are due according to the process schedule previously listed.
- **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.

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/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 Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to certified small businesses that are majority-owned and operated by:

1. recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
2. veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
3. any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given 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 to 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.