

Addendum #1 to RFP for Project Management Resources

1. Who is the executive sponsor(s) of this initiative at Minnesota State? *ERP Steering Committee – Sr. Vice Chancellor of ASA, Vice Chancellor of Information Technology/CIO, Vice Chancellor of Finance/CFO, Vice Chancellor of HR, 2 college/university presidents*
2. Does Minnesota State have a limit on how many firms it will award a contract to for these services? If yes, what is Minnesota State's cap in terms of the number of firms?
No, there is not a limit.
3. What is the primary work locations (address) per Project Manager?
30 East 7th Street, St. Paul, MN 55101
4. Please provide additional regularly visited support locations required for this RFP.
Unknown at this time. The project may require travel to any of our campuses across the state of Minnesota.
5. What percentage of time will Project Managers be traveling, and for how long a period?
Unknown at this time.
6. Is free parking available for the resources at all work locations?
No, the St. Paul location and some schools do not have free parking.
7. What is the existing "on call" policy? *Currently, no on-call policy exists for contract staff. However, Minnesota State has a reasonable expectation for project manager availability during peak project times (e.g., project demands may require additional hours beyond standard 8:00-4:30 PM schedule).*
8. Do any support functions require bilingual resources?
No.
9. Is a tiered hourly fee structure per Project Manager over the 5-year contract period acceptable?
If tiered hourly fee structure relates to cost-of-living increases then, yes, vendors can present reasonable cost-of-living increases in the RFP response.
10. What are the expected hours/shifts for the Project Management support coverage?
The typical working schedule is 8:00 AM – 4:30 PM, Monday through Friday. However, project demands may require additional hours during peak project efforts.
11. Does Minnesota State expect each role to be the equivalent of 1 full-time equivalent (FTE)?
Generally, yes, but unknown at this time.
12. Is it the State's intention to utilize the three Project Managers full time during the contract period?

No, Minnesota State will contract the positions as needed.

13. For each role listed below, what is Minnesota State's expectation(s) for on-site time?

- a. Program Manager -80%
- b. Project Manager -80%
- c. Project Coordinator -80%

14. Does Minnesota State expect an individual resource to serve each role listed below? Or can a team approach be proposed?

- a. Program Manager
- b. Project Manager
- c. Project Coordinator

Currently, individual resources will be needed, but a team approach may be needed in the future.

15. Page 4, Nature of RFP - "Minnesota State is looking to award one or more contracts to vendors with qualified program and project managers and project coordinators on staff and available as needed by Minnesota State." Could you clarify what "on staff and available as needed" means? Does this mean you are looking for vendors who have a "bench" of resources available at all times? Or will selected vendors have a period of time to source a resource and then submit that resource within a certain time frame?

Yes, we are looking for vendors that have a bench of resources with the qualifications listed. Selected vendors will be able to respond with resources available, and Minnesota State will select one.

16. Then on Page 6, Minimum Requirements, #2. Each respondent must have the capacity to provide multiple consultants that satisfy the skill set requirements listed below. Then in section Preferred Qualifications/information 1. Ability to provide resumes of at least two qualified candidates for review and potential interview within a two-week time frame. This ties back to Question 1 assuming I have people on staff and awaiting assignment. Please clarify that if I reply I can provide candidates, that means once a request is made I have two weeks to present a qualified candidate. And if I am a selected vendor, and cannot provide a candidate, does this mean my contract is canceled? If I'm reading this correctly, Minnesota State wants more than one vendor if possible, so when a resource is needed, the request would be put out to the "vendor group" and the vendor providing the best candidate would get that business. Please let me know if that is correct.

Yes, Minnesota State will put the request out to all contracted vendors and vendors will respond within the timeframe (one to two weeks) with a qualified candidate. Minnesota State will then select a candidate. No, contracts will not be canceled if a vendor cannot provide a candidate for one request.

17. Regarding "Errors and Omissions (E & O) Insurance" on page 10 of the RFP: We may need to request approval from Minnesota State to have a deductible higher than \$50,000. The RFP describes the process for vendors, including submitting a written request and providing

financial documentation. At what point in the solicitation process should this occur? Do we need to do this as part of the proposal process, or only if we are selected to receive a contract award?

Yes, put this request for exception in your cover letter. The full process will be completed if a contract is awarded.

- 18.** Can Minnesota State confirm that submitting a response and/or being awarded a contract specific to this RFP will not preclude the vendor from proposing on (and potentially be awarded) subsequent RFPs issued by Minnesota State related to ERP replacement, or other enterprise, initiatives? (for example, serving as Minnesota State's ERP implementation partner).

Minnesota State cannot confirm this.

- 19.** Page 6, Minimum Requirements. The RFP is looking for three different types of resources....Program Manager, Project Manager, and Project Coordinator. Is it expected vendor could supply all three levels of resources with skills A thru J as listed? For instance, Project Coordinators are usually less skilled and have less experience than a project manager or program manager. Therefore they would not have the same minimum skills sets. As well, a project manager is usually has more skill than a coordinator, but less than/different than what would be expected as a Program Manager. I would have a difficult time finding a project coordinator with the same skill set as a program manager. Please clarify whether all three roles MUST meet all requirements A thru J.

The specifics of the skill requirements will be stated when a request for the position will be posted or requested. At this time, the position requirements are broadly stated. Minnesota State expects that the program manager will meet most of the skill requirements, the project manager and project coordinator meet some to most of the stated requirements.

- 20.** Please provide details on active enterprise projects the Project Manager will manage.

Please see section I of the posted RFP.

- 21.** Please provide details on any new projects and initiatives the Project Manager will launch.

Please see section I of the posted RFP.

- 22.** What ERP system is active within your environment?

Minnesota State currently uses an internally developed ERP. This ERP system is herein referred to as Integrated Statewide Record System (ISRS). ISRS was developed more than 20 years ago with upgrades made over time.

- 23.** What products and processes does the State use to document projects, tracking and reporting?

Microsoft Office Suite, SharePoint, and cloud-based portfolio project management software.

- 24.** Will all necessary equipment and access to execute the requested services (including computer, cell phone, and work and office area) be provided by the State to selected Project Manager?

Minnesota State will provide a computer, workspace, and office phone line.

- 25.** Will the selected vendor be required to onboard current Project Managers on staff?
No.