

Contractor Engagement Proposal & Evaluation Criteria

Project Name: Purchasing Card and MCS Applications

Agency: MDT

Narrative: Working under the direction of MDT staff, position incumbent will perform analysis, design, development, testing, and implementation tasks necessary to accomplish a number of requested enhancements, system interfaces, and new development and/or maintenance efforts for MDT. The primary focus of this effort will be developing a Purchasing Card application and two web applications for the Motor Carrier Services Division. These applications will be written using Java technologies with an Oracle backend database. Work on this project will be accomplished using the Agile development methodology, Scrum framework. MDT staff will coordinate all Scrum activities.

Expected Outcomes and Activities:

The Contractor will:

- Work closely with MDT business analysts and/or subject matter experts, as directed, to understand the underlying business requirements
- Analyze requirements and design user interfaces, processes, etc. that will meet the stated needs.
- Deliver production-ready, working software every sprint period. Such software will be reviewed by pertinent customers at the end of each Sprint period. Contractor may be asked to demonstrate the working software to MDT customers during the sprint review.
- Adhere to MDT's development and coding standards. Code produced by the contractor will be subject to periodic code reviews.
- Adhere to MDT's testing and software migration processes.
- Adhere to MDT and State technology policies.
- Take technical direction and work assignments from the MDT Application Development Supervisor or designee.
- Regularly update assigned tickets in MDT's JIRA ticket system to reflect current status, attach appropriate documentation, insert relevant comments, provide initial estimates and story points, and provide updates to reflect actual time.
- Participate in Scrum ceremonies, including daily scrum team meetings, sprint planning, sprint reviews, and sprint retrospectives.
- Provide system documentation and, if required, knowledge transfer to MDT technical staff, as identified by the MDT Application Development Supervisor.

Attachments/Project Information Included:

The following documents are directly related to the scope of work contained in this document:

1. Contractor Engagement Proposal (CEP) Cover Sheet.
2. CEP Proposal Instructions.
3. Project Specific Job Description.

Proposal Submission and Evaluation:

Contractor shall submit a proposal per the following sections. (In parenthesis is the scoring weight for each part of the proposal).

A maximum score of 1000 points (700 points for technical proposal, 300 points for cost proposal) is available to be awarded.

Job Description Understanding (30%)

The Contractor must provide a response stating that they have read and understand the Job Description. The Contractor will also identify any expected variances between the Job Description and how the Contractor will complete the project.

Resources and Staff (30%)

The Contractor must identify the resources it plans to utilize to complete the project. Include a resume for each Contractor staff proposed to the project. The Contractor must describe their experience and specific talents in providing the services being sought. This shall include number of years providing these services, company background information, references (at least 2), and work samples. Work samples may be provided electronically (e.g., CD or USB flash drive), and submitted with the response to this CEP.

Project Cost (30%)

Contractor must submit costs for the deliverables detailed in the SOW.

Interview (10%)

The Evaluator will extend an invitation asking the offeror to make key staff available for an interview. Interviews will be conducted by the evaluation committee and scored based on the percentage indicated.

Travel and Expenses

No travel expenses are expected or authorized. All travel and logistical costs are to be included in Contractor's price proposed in response to this CEP.

Best and Final Offer

The "Best and Final Offer" is an option available to the State under the CEP process, which permits the State to request a "best and final offer" from one or more offerors if additional information is required to make a final decision. Offerors may be requested to submit their "best and final offer," which must include any and all discussed and/or negotiated changes. The State reserves the right to request a "best and final offer" for this CEP, if any, based on price/cost alone.