

Contractor Engagement Proposal Cover Sheet

Project Name: Computer Systems Analyst/Developer

CEP #: CEP 15-OPI-SA-06

Agency: Office of Public Instruction

Agency PM: Michael Sweeney

CEP Procedure Questions

Contact: Steve Haynes/State ITSD

Contact Information: SHaynes@mt.gov
406-444-2516

CEP Response:

Submit to: Steve Haynes – State ITSD

Address: 125 N. Roberts (Mitchell Building, Rm 224)
Helena, MT 59601

Mark Response: CEP 15-OPI-SA-06

Service Category: Staff Augmentation

Due Date/Time: **Thursday, December 11, 2014; 2:00 PM MST**

Contractor Engagement Proposal

Proposal Instructions

Narrative:

Title: **Computer Systems Analyst/Developer**

Agency: Office of Public Instruction

This project is under the following Service Category: **Staff Augmentation**
Only Contractors qualified in this Service Category may submit a response.

Proposal Instructions:

A. Review.

If you are interested in providing services for this project, carefully read the following:

1. Job Description (and any Attachments or Supplemental Files)
2. Contractor Engagement Proposal (CEP)
3. Evaluation Criteria (included in the CEP)

B. Questions and Answers.

Questions on the process/instructions should be submitted to the Contract Manager referenced below. Basic questions can be answered via a phone call. Questions on the project, CEP, SOW, or other materials, must be submitted in writing or via e-mail to the Contract Manager. Questions must be submitted by **Sunday November 30, 2014**. Answers to the questions will be posted on or before **Wednesday December 3, 2014**.

Contract Manager:

Steve Haynes

Ph: 406-444-2516

Email: SHaynes@mt.gov

C. CEP Response.

Provide a response to all information requested in the CEP. Response should be limited to addressing: **candidate qualifications**, **hourly rate**, and **availability** (book / 3-ring binder sized proposals are not required or expected – the CEP process is suitable to considerable streamlining [when compared to CEP's in other service categories]).

D. Submit Response

Submit the completed CEP Response to:

Steve Haynes

Ph: 406-444-2516

Email: SHaynes@mt.gov

Date: **Thursday, December 11, 2014**

Time: **2:00pm MST**

Offerors must submit **one proposal in electronic format** (.PDF or MS Word, on a CD or USB Flash Drive) to the location named above (either delivered in person or by one of the parcel delivery service companies). No printed copies of the proposals are required. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to:

**Master Contract CEP
CEP 15-OPI-SA-06**

Proposals must be received at the Location above prior to the Date and Time above.

For purposes of meeting the above deadline, no facsimile responses or electronic submissions will be accepted.

Late Proposals. Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Contractor's sole risk to assure delivery at the above Location by the designated Time. Late proposals will not be opened and may be returned to the Contractor at the expense of the Offeror or destroyed if requested.



State of Montana

Project Specific Job Description

Computer Systems Analyst/Developer

Job Title:	Computer Systems Analyst/Developer	Job Category:	Staff Augmentation
Department/Group:	Montana Office of Public Instruction	Job Code/Req#:	N/A
Location:	Helena, MT	Travel Required:	No
Level/Salary Range:	Dependent on Experience	Duration:	As-needed
Supervisor/Manager:	Michael Sweeney	Contact Information:	(406) 444-4411 msweeney@mt.gov

Job/Project Description

An experienced computer systems analyst is being sought to perform software development tasks on an as-needed basis for the Montana Office of Public Instruction (OPI). The computer systems analyst will assist other OPI staff in developing, supporting and maintaining software systems. The computer systems analyst supports a wide variety of custom developed, commercial off-the-shelf systems and platforms, including on-premise and hosted (cloud) solutions. The computer systems analyst performs all aspects of software development, including requirements gathering and business analysis, design, coding, testing and documentation.

Staff Augmentation Duties

Computer Systems Analyst/Software Developer

Primary duties and skills:

- Knowledge of and experience with programming in a web-based .NET environment.
- Knowledge of and experience with Microsoft SharePoint and Dynamics/CRM.

Other important skills:

- Strong verbal and written communication skills, including customer service skills, are essential. The ability to build and maintain effective working relationships with customers and peers of a variety of skill levels is also necessary.
- Effective critical thinking and problem solving techniques along with a passion for data accuracy and attention to detail are also necessary.
- An understanding of the theories, principles, practices and procedures associated with software design and interfacing with relational databases.
- Experience with understanding and complying with established development standards.
- Experience with deploying and supporting commercial-off-the-shelf (COTS) systems, including traditional on-premise systems and cloud-based solutions.

The following summarizes the expectations and agreed-upon terms of this Statement of Work (SOW):

- Services shall be provided on an as-needed basis;
- the OPI provides no guarantee of a minimum or maximum of hours for this SOW;
- all hours billed and work conducted under this SOW must be pre-approved by Michael Sweeney, OPI Systems Development Bureau Chief; and
- the contractor shall perform work on-site in Helena, unless otherwise arranged.



State of Montana
Project Specific Job Description
Computer Systems Analyst/Developer

Invoices shall be sent to Michael Sweeney, OPI Systems Development Bureau Chief at:

msweeney@mt.gov

Montana Office of Public Instruction

PO Box 202501

Helena, MT 59620

This Statement of Work is agreed to by:

Vendor

Date

CIO, Department of Administration SITSD Date
or Authorized Representative

Michael Sweeney,
Office of Public Instruction

Date

Contractor Engagement Proposal Q&A

Project Name: Computer Systems Analyst/Developer

CEP #: CEP 15-OPI-SA-06

Agency: MT Office of Public Instruction

Q1. Can you please let us know how many hours per week or month or year are expected (I understand it is as-needed but we need to have an idea on approx. hours). Also, does not say duration. Can you please let us know the contract will be valid for a year or other duration during which the client will use the contractor as-needed?

A1. The number of hours per week the contractor will work will vary and will be on an as-needed basis. It could range from zero to 50 or more hours per week, depending on the project, budget, workload and other factors. The OPI anticipates about 40 hours per week for the first 90 days and then reevaluating the need thereafter. The OPI provides no guarantee of a minimum or maximum of hours for this SOW. The duration will be through December 31, 2015.

Q2.

- It states that duration is "AS NEEDED".
- Are you looking for a full time consultant but not sure of duration? Or it will be a part time and as needed position with no estimate on approx. or minimum number of hour?
- What is the current need (hours and duration) for which this solicitation is posted?
- Is there an incumbent? **No**
- Who is doing this work?
- Is it ok to have an offsite resource? **Onsite is required but offsite may be permitted later in the engagement at the discretion of the project manager.**

A2. See answers above in RED FONT.

Q3. The duration of this requirement stipulates "As Needed". Can you please explain this further? Is this a 40 hour per week (full time) consultant role? Is this on call, or is there an initial engagement expected, and if so how many months might that be?

A3. See answers above in RED FONT.

Q4.

- The Job Description states, "Services shall be provided on an as-needed basis", and "the OPI provides no guarantee of a minimum or maximum of hours for this SOW"
- Is this a full-time or part-time position?
- What are the anticipated numbers of hours per week you intend this position to be working for OPI?

- The Job Description states, “the contractor shall perform work on-site in Helena, unless otherwise arranged”
- Can this position work remotely?
- How many hours do you expect per week the contractor being onsite vs. being able to work remotely?
- What is the total allocated budget for this position?
- When do you expect this position to start? **Mid-January 2015**
- What is the expected date for the position to be completed?

A4. See answers above in RED FONT.

- Q5.
- 1) Is this work expected to be full time or part time?
 - 2) If part time: The CEP states that there is no guarantee of hours per week - but can you give an approximation or average?
 - 3) Can the work be performed outside of normal business hours? **Some can. The bulk we need to be performed during business hours and in cooperation with existing IT staff and OPI users.**
 - 4) Would the agency consider a local developer who would split the work between onsite and offsite in Helena? **Yes**

A5. See answers above in RED FONT.

Contractor Engagement Proposal & Evaluation Criteria

Project Name: Computer Systems Analyst/Developer

Agency: Office of Public Instruction

Narrative: An experienced computer systems analyst is being sought to perform software development tasks on an as-needed basis for the Montana Office of Public Instruction (OPI). Services will be needed primarily to augment existing staff due to staff vacancies or as work-load and available budget allow. The computer systems analyst will assist and work with other OPI staff in developing, supporting and maintaining software systems. The computer systems analyst supports a wide variety of custom developed, commercial off-the-shelf systems and platforms, including on-premise and hosted (cloud) solutions. The computer systems analyst performs all aspects of software development, including requirements gathering and business analysis, design, coding, testing and documentation.

The ideal candidate has highly developed skills in developing and programming in current versions of Microsoft .NET and SharePoint environments. The OPI uses Microsoft SharePoint Team Foundation Server for code repository and Microsoft SQL Server for the database environment. Microsoft CRM/Dynamics experience is also desirable

Project Information Included:

- The OPI provides no guarantee of a minimum or maximum of hours for this engagement;
- all hours billed and work conducted under this SOW must be pre-approved by Michael Sweeney, OPI Systems Development Bureau Chief; and
- the contractor shall perform work on-site in Helena, unless otherwise arranged.

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

Availability (5%)

The contractor must announce when their candidate would be available to commence and serve in this role.

Resources and Staff (60 %)

The Contractor must identify the resources it plans to utilize to complete the project. Include a resume for each candidate proposed. **The OPI will only evaluate up to two proposed candidates per Contractor but will only select one candidate.** The Contractor resume should be explicit in describing the skills the individual has and how they align with the preferred skills as detailed in this CEP.

The Contractor must also describe their candidate's experience and specific talents in providing the services being sought. This shall include the number of years providing these services, references (at least 2), and work samples. Work samples may be provided electronically (e.g., CD or USB flash drive), and should be submitted with the response to this CEP.

Project Cost (35 %)

The Contractor must provide an all-inclusive hourly rate.

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.

After the initial evaluation the two top scoring candidate firms will be asked to present their proposed Software Developer for an interview. The results of the interview (out of 30 points) will be added to the overall score to determine the final selection. Any costs associated with the interviews shall be at the offeror's expense.

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.