

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.