

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.