| **Question** | | **Answer** |
| --- | --- | --- |
|  | **Note: Questions 1 – 5 address the following request:**  Please breakdown expected/estimated user-counts as follows to help with pricing calculation.  Project Manager: (How many users would just be scheduling, assigning resources, and tracking projects?) | At this time, we anticipate 30 – 50 tool management users. |
|  | Portfolio/Program Manager: (How many users would be prioritizing and validating multiple projects within the pipeline?) | At this time, we anticipate 30 – 50 tool management users. |
|  | Team-member: (How many users would be conducting time-entry and providing actuals to managers?) | This number is dependent on the pricing model and the capabilities/functionality of the solution. |
|  | Resource Manager: (How many users would be responsible for solely managing resources and full-filling resource requests?) | This number may gradually increase over time. However, at this time we anticipate less than 10 users will have access to this functionality. |
|  | Administrator: (How many users would require system access to configure the solution?) | The answer to this question is dependent on the solution. If the chosen solution is on-premise, five or less users will require this type of access. |
|  | RFP States: The tool must meet current MJB security standards and policies. Where can we find a copy of these standards/policies? Can you provide? | The Minnesota Judicial Branch follows industry standard security requirements and policies. MJB standards and policies include but are not limited to requirement and authentication of complex passwords and compatibility with Active Directory. In addition, the solution needs to be accessible via Citrix for staff working off-site. |
|  | The RFP states: Integrate with the current system and software used at the Judicial Branch. The solution must be compatible with the current versions of but not limited to SharePoint, Microsoft Project, SQL Server, Visual Studio, and BMC Service Desk Express (Magic)  **The answer provided is in response to the following three questions:**   1. Can you provide a use-case of each integration? 2. Which integrations are mandatory at the start of the project? 3. Which integrations are not? | We anticipate a need to share documents or information between the portfolio management solution and our existing technology solutions.  **If** ademonstration of the solution that a vendor proposes is requested, our expectation is that an overview of integration capabilities will be provided. |
|  | The RFP states: Provide a training database.  Would MJB prefer an on-site, hosted, or SaaS implementation of the proposed software? | The RFP statement referenced for this question indicates the question is specific to a training database. At this time, we do not have a preference regarding the delivery of the training materials to support the solution. |
|  | Provide explanation on what happens after the service maintenance agreement expires;  Is this the project implementation agreement or the actual service, support, maintenance agreement? | The actual service, support and maintenance agreement. |
|  | In the interests of the trend towards ‘green policy’ for the environment to save resources, would the MJB be willing to forego receipt of a hard copy response and only accept an electronic response? | Please provide both formats as requested in the RFP, one electronic PDF copy and four paper copies. |
|  | Depending upon MJB’s response to Question 1 above, if hard copy response is mandatory MJB’s original document states upon Page 10 of 42, “The submission must include both one (4) paper copy and one (1) electronic PDF copy.” Does MJB require one or four copies? | Please see answer to #10. |
|  | Section B. Project Related Submission Requirements, Requirement 1 states, “1. An overview that reflects the vendors’ understanding of the efforts described in this Request for Proposals.”  Please provide clarification whether this refers to efforts to meet MJB’s technical and functional requirements or does this refer to efforts to meet MJB’s project timeline and associated implementation requirements? Or does this refer to both technical/functional and project implementation requirements? | This refers to an overview of both technical/functional and project implementation requirements. |
|  | Question 2 on Page 7 of 42 within MJB’s document entitled, “State MN Courts & Justice PPM RFP 20130204.docx”asks for, “A detailed explanation of how the Vendor proposes to meet the Project objectives and requirements set forth above, including descriptions of the methodology that will be used and the deliverables that will be produced.”  Are we correct to understand that “ the requirements set forth above’ refers to Section lll Project Description and Requirement List, Section lV Project Deliverables, Section V Project Milestones and Schedule on Pages 2 – 5 inclusive? | Yes, this understanding is correct. |
|  | And, does MJB require individual detailed responses to each of the items within Sections lll through V inclusive? | An individual response, or separate paragraph, referring to each item is not required. However, your overall response to this section must address each item listed. |
|  | Are vendors expected to provide detailed information in response to Questions A through F within the Project Deliverables section, Pages 4 – 5, within MJB’s document entitled, “State MN Courts & Justice PPM RFP 20130204.docx”? For example for Question A: Are vendors required to provide a sample implementation project plan and sample project reports with their response to the RFP? | No, vendors are not required to provide a sample implementation project plan or project reports with their response to the RFP.  As stated on page four of the RFP, the artifacts listed are deliverables that will be produced during the project’s progression. The vendor will work with Minnesota Judicial Branch project staff prior to, during, and after the implementation of the software solution to ensure the schedule is realistic, adhered to, and the services as described in the signed contract are provided with minimal interruption of court business. |
|  | And we respectfully request clarification and more information about what is meant by Question E within the same section, “Development of an operational plan.” Does refer to a post-implementation activities plan? Or perhaps to post implementation support? | This refers to post-implementation support. |
|  | On Page 7, within MJB’s document entitled, “State MN Courts & Justice PPM RFP 20130204.docx, Requirement 8 states, “A statement identifying any conflicts of interest as it relates to this project; and”. Does the “and” refer to the next requirement, Requirement 9 “A not-to-exceed estimate …”?  Or is Requirement 8 missing a second part? | Requirement eight is not missing a second part. The “and” is included to transition to number nine because nine is the last item in this list. |
|  | Are we correct to understand that Appendix lV - Sample Confidentiality, Participation and Assignment of Rights Contract only applies if the vendor intends to use a subcontractor(s). | Yes. |