



Integration Public Web Systems/Business Analyst SOW Q&A

Question		Answer
1.	Is this position to redesign the existing website?	No, the overall public website and CMS were updated over the past year and went live on June 26, 2015. This position is to review and update content for one specific area of our IT department.
2.	Would you consider a fixed price bid from a vendor where the resource is on-site as needed but not full time?	We will consider complete bids providing that it meets the needs of this project and is the best value for the State of Minnesota. If you are submitting a proposal that involves more than one resource to accomplish all of the necessary work, please be clear in your proposal including time estimates for each resource and a not to exceed cost for each area and the overall project.
3.	Which vendor provided the original programming for the site as it exists now?	The UI/UX and CSS was developed by Boston Interactive; however, much of the follow up programming and changes to the CSS were done internally by our development unit.
4.	Is there an incumbent vendor and/or a current consultant performing the duties or any of the three positions? If yes, will they be submitted for consideration?	There is not a current vendor or resource that is working on this effort, it is a new effort.
5.	Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?	A phone and/or video interview would be acceptable.
6.	Are you looking for a BSA/BA with with UI/UX experience?	It is preferable that the person have some experience with analysis related to a website project and possess skills in writing content for a website. We are not seeking UI/UX resource as the website look and feel is already in place.
7.	As far as the site design is concerned, will the analyst be expected to develop/provide the following: -Concept sketching of the site pages -Wireframes (clickable or static) -HTML templates -CSS	This project is focused on content review and update along with the possibility of switching to another available template to display the Integrations information in the best possible way for consumers to get what they need from our page(s).
8.	Please validate that the cost will be based upon a full time person onsite, with work space to work onsite, for the term of the project. If you expect the person to be part time or work offsite outside of meetings and design sessions, please indicate.	This will be determined based on the proposals we receive. If there is a strong enough proposal that requires more than one resource to complete the goal of this project we will evaluate the workspace and onsite constraints. The person will engage with information consumers who may or may not be onsite. How that engagement is handled is to be determined.
9.	Can we submit multiple resumes for this position?	Yes, you are able to submit multiple resumes; however, each resume must be signed by the individual that you are submitting.

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10.	Is there a conflict of interest form or statement format that we should be utilizing?	No, a simple statement regarding any conflict of interest by the vendor and by the individuals that you intend on submitting will be fine
11.	Where should the person who may authorize to bind the company sign? Is the signature on the cover page acceptable (along with the candidate and the company contact?)	You can attach a cover sheet that contains both the company contact signature and information as well as the candidate's signature or information. You can also have your candidate sign the resume. We just need to know that they are aware that they have been submitted for a position.