

eCourtMN APPELLATE INITIATIVE for eReader TWO (2) ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS SPECIALISTS

| Question | Answer |
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| Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW? If yes, who is the incumbent vendor | No there is not an incumbent vendor for this work. |
| Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on SCAO approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables? | This will be a time and materials contract that may include the deliverables listed in the RFP. |
| What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)? | 8 am to 5 pm Monday through Friday |
| Please confirm that SCAO will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW. | SCAO will provide the necessary equipment and space that is required for the EDMS Specialists |
| Please confirm that selected vendor resources will be performing the duties outlined in this RFP at the following SCAO location throughout the entire duration of this project - 25 Rev. Dr. Martin Luther King Jr. Blvd. St Paul, MN 55155 | Yes - the EDMS Specialists will be performing their duties at this St Paul location. |
| Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract? If no, please provide anticipated utilization? | This will be a time and materials contract which is anticipated to run the full duration of the contract. |
| Will selected vendor resource(s) be required to perform off-hours, on-call support work? | No the EDMS Specialists will not be expected to perform off-hours or on-call support work. |
| Please confirm that SCAO is looking for vendors to provide 2 resources to perform the duties outlined in this RFP? | A single vendor may supply 1 or 2 resources |
| Please confirm that SCAO expects needing to utilize all the selected resources throughout the entire duration of this project? | At this time, we are expecting that these resources will be needed for the entire duration of the project. A scope assessment will be done upon the engagement of these resources. |
| Please confirm that vendor assigned resource(s) will be working at the direction and under the supervision of a SCAO Project Manager. | Yes, the EDMS Specialists will be working under the direction of the SCAO PMO Manager |
| With respect to the cost portion of the SOW response requirements, is SCAO seeking hourly billing rate(s) for the proposed resource(s), or is SCAO seeking a fixed-price cost proposal to complete the deliverables outlined in the SOW? | SCAO is seeking an hourly billing rate (time and material) |

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| <p>If SCAO is looking to secure these resources on a “Staff Augmentation” basis, please confirm that it will be acceptable for vendors to provide hourly billing rates along with resumes in order to satisfy the “Cost” requirement?</p> | <p>Yes - the vendor may also include a "not to exceed cost"</p> |
| <p>Is SCAO implementing a custom developed EDMS or a COTS product?</p> | <p>The EDMS has not yet been defined.</p> |
| <p>If SCAO is implementing a custom developed EDMS, was it developed in-house by SCA/MN.IT employees and contractors, or was the development outsourced/contracted to an outside vendor?</p> | <p>The EDMS has not yet been developed and currently there is no contract or vendor to develop this system.</p> |
| <p>If the development was outsourced/contracted to an outside vendor, please provide the name of the vendor awarded the EDMS development contract and confirm whether this vendor is precluded from participating in the bidding for the EDMS Specialists contract.</p> | <p>The EDMS has not yet been defined and currently there is no contract or vendor to develop this system.</p> |
| <p>If SCAO is implementing a COTS EDMS product, has a software vendor been selected?</p> | <p>The EDMS has not yet been defined and currently there is no contract or vendor to develop this system.</p> |
| <p>If EDMS software vendor has been selected, please provide the name of the EDMS product SCAO is implementing and confirm whether EDMS software vendor will be precluded from bidding on the EDMS Specialists contract.</p> | <p>The EDMS has not yet been defined and currently there is no contract or vendor to develop this system.</p> |
| <p>If COTS EDMS product has not yet been selected, please confirm if, as part of this engagement, the EDMS Specialists will be involved in the evaluation and selection of the EDMS product</p> | <p>Yes, if the EDMS product has not yet been selected the EDMS Specialist may be involved in the evaluation of potential products.</p> |
| <p>What involvement will the EDMS software vendor have in the implementation process?</p> | <p>Not known at this time</p> |

