ADDENDUM NO. 1

SOLICITATION NO.:   19-ITN-002-BM

SOLICITATION TITLE: **Workforce Information Technology Solutions**

OPENING DATE: **August 6, 2019 at 3:00 P.M., Eastern Time**

DATE: **July 5, 2019**

Please be advised that the following changes are applicable to the original specifications of the above referenced ITN:

Changes to the Specifications are indicated by **underscore**, deletions are indicated by a ~~strikethrough~~.

1.   **B.6, Calendar of Events is hereby amended as indicated below:**

	Estimated Calendar of Events	Date and Time
1.	Date of Issuance and publication on the Florida Vendor Bid System website at: http://vbs.dms.state.fl.us/vbs/main_menu	6/7/2019
2.	Technical Questions due from prospective Respondents (Only email inquiries will be accepted.)	6/21/2019
3.	Anticipated Posting of Questions and Answers to the Florida Vendor Bid System website (via addendum) at: http://vbs.dms.state.fl.us/vbs/main_menu	7/2/2019
4.	Replies Due and Opened *107 East Madison Street, Room B-047, Caldwell Building, Tallahassee, Florida 32399*	~~7/22/2019~~ **8/6/2019** at 3:00 PM EST
5.	Anticipated Evaluation of Technical Replies	~~7/25/2019 – 8/1/2019~~ **8/9/2019 – 8/16/2019**
6.	Anticipated Posting of Vendor Scores/Shortlist and Notice Preliminary Demonstrations and Negotiations	~~8/7/2019~~ **8/22/2019**
7.	Anticipated Preliminary Demonstrations and Negotiations	~~8/19/2019 – 8/23/2019~~ **9/9/2019 – 9/13/2019**
8.	Public Meeting – Notice of Intent to Negotiate *107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399* *Conference Call Number: 1/888-585-9008* *Conference Room Number: 952-708-564*	~~8/28/2019~~ **9/18/2019** at 3:00 PM EST
9.	Anticipated Negotiations Round 1	~~9/9/2019 – 9/13/2019~~ **9/30/2019 – 10/4/2019**

10.	Anticipated Negotiations Round 2	~~9/16/2019 – 9/20/2019~~ **10/7/2019 – 10/11/2019**
11.	Anticipated - Provide Best and Final Offer (BAFO) Instructions	~~9/25/2019~~ **10/16/2019**
12.	BAFO Due and Reviewed	~~9/30/2019~~ **10/21/2019**
13.	Public Meeting – Intent to Award Recommendation 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399 *Conference Call Number: 1/888-585-9008* *Conference Room Number: 952-708-564*	~~10/3/2019~~ **10/24/2019** at 3:00 PM EST
14.	Anticipated Posting of Notice of Intent to Award	~~10/7/2019~~ **10/28/2019**

2. **B.37.2, Technical Reply Format, Tab 3 – Project Approach and Methodology is hereby amended as indicated below:**

A. **Approach**

Describe the project approach based on the information provided in the ITN, and any subsequent addendum, to achieve the business objectives defined in Tab 4. Alternative approaches will be limited to those mitigating project risks to time, scope, and cost.

To permit DEO to assess cost and workload, Respondent shall estimate, in man-hours, what would be required in data conversion, interfaces, testing, piloting, correction of identified issues, re-testing, and transition for the Workforce Solution, as discussed in Section ~~C.13~~ **C.14 and C.15**, Transition Plan. The Respondent will make sure to provide details on regression testing and extensive quality assurance work before release to stateside testers.

B. **Project Management**

Describe the proposed project management approach and methodology. Explain the benefits and risks, and identify any industry standards incorporated into the approach for the management and implementation of the Workforce Solution. For each risk identified, Respondent shall identify the source, the steps to be taken, and by whom, to mitigate the risk. The project will be managed in accordance with the Project Management Institute's Project Management Body of Knowledge (PMBOK).

C. **Project Management Plan**

Describe the proposed approach and methodology for project planning, including project execution, monitoring, controlling, and closing that will guide the decision making that occurs throughout the project. Respondent shall submit a Project Management Plan as part of its response (following the PMBOK standards) that the Respondent proposes for project planning as outlined in section C.8. Respondent will provide a fully defined,

resource loaded and leveled project schedule with the tasks and associated effort to deliver the proposed Workforce Solution with identifying proposed milestones as specified in Section C, Scope of Work. The project schedule will be base-lined in accordance with Project Management Institute (PMI) standards and capable of being used as an Integrated Master Schedule (IMS) with appropriate performance metrics. Respondent will describe the standard used for defining the software development and maintenance tasks (e.g., ISO 12207) required to modify the SaaS solution / COTS package to fit the needs of the Florida Workforce Development System. Respondent should carefully review Section ~~C.6~~ **C.8** in preparing the response.

3. **B.37.2, Technical Reply Format, Tab 5 – Company Profile and Experience is hereby amended as indicated below:**

    Respondent qualifications must include a minimum of three (3) references**.**~~; one of which must be a comprehensive statewide Workforce Solution.~~ **All references, either taken individually or together, must demonstrate that Respondent can meet the requirements outlined in Section C.4.**

4. **B.42, Evaluation Criteria is hereby amended as indicated below:**

    5. Evaluation Phase

    DEO reserves the right to conduct demonstrations before the evaluation phase begins.

    The Evaluation Committee will evaluate ITN replies and assign points based on the criteria described in Attachment I to assure ITN replies are uniformly rated. Each Evaluation Committee member will score the initial ITN technical reply independently. The Procurement Office will average the total point scores to convert to average rank, for each response for all evaluators. Total possible points for the evaluation phase of the ITN are ~~200~~ **220**.

5. **C.9.1, Independent Verification and Validation is hereby amended as indicated below:**

    ~~The Contractor shall fund an Independent Verification and Validation to report to the DEO Project Management Team throughout system implementation and launch.~~

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6.   Attachment I, Evaluation Criteria is hereby amended as indicated below:

ATTACHMENT I
EVALUATION CRITERIA

EVALUATION CRITERIA	MAXIMUM POINTS AVAILABLE
A. Technical Reply Submittal	~~120~~ 140
1. Cross Reference Table for Requirements	10
• Cross Reference Table for Requirements	10
Tab 2. Respondents Understanding of the Project/Executive Understanding	10
• Respondent's Understanding of the Project/Executive Understanding	10
Tab 3. Project Management and Methodology	40
• Approach	10
• Project Management	10
• Project Schedule/Timeline	10
• Project Management Plan	10
Tab 4. Proposed Workforce Solution	50
• General Solution	10
• Objectives/Systems Expectations	10
• Interfaces Required and Capabilities	10
• Technical Description	10
• Warranty, Maintenance and Operations	10
Tab 5. Company Profile and Experience	~~10~~ 40
• Company Profile and Experience	~~10~~ 40
B. Past Performance References	20
C. Cost Reply	60
D. Total Possible Points for the Reply Submittal	~~200~~ 220

NOTE: The maximum available points (60 points in total) for the Cost Reply Submittal will be awarded to the Respondent with the lowest responsive Cost Reply. The remaining replies from all other Respondents will be awarded a pro rata portion of points based on the following cost formula:

$$(A/B = C) \times M = P$$

A = Lowest responsive Cost Reply
B = Actual responsive Cost Reply for each of the other Respondents
C = Pro rata portion (percentage) assigned for each of the other Respondents
M = Maximum Points Available for the Cost Reply (= 60 points)
P = Points Awarded to each of the other Respondents

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7. **Attachment N, Interfaces is hereby amended as indicated below:**

ATTACHMENT N
INTERFACES

Below is a list of examples of the kinds of interfaces the Respondent's proposed Workforce Solution must be capable of producing. These interfaces may be to receive data, send data, or both. This list of interfaces is not exhaustive, and DEO reserves the right to add additional interfaces and add or modify data fields. **(Note: The Contractor may not establish an API or other interfaces or data exchanges with this system without the specific, prior written approval of DEO.)**

~~CURRENT INTERFACES~~	~~PROSPECTIVE INTERFACES~~
~~Interfaces to the Reemployment Assistance System such as:~~ • ~~PREP No Show~~ • ~~EDP No Show~~ • ~~PREP Pool~~ • ~~Initial Skills Review Scores~~ • ~~Latest Claimant Data~~ • ~~Initial Skills Review Exemptions~~ • ~~REA PREP Data~~ • ~~Workforce Registration Status~~ • ~~PREP Profile~~ • ~~Trade Training and Waiver~~ • ~~WIOA Approved Training~~ • ~~Claimant Payment Data~~ • ~~Claimant Status Indicators~~ • ~~Emergency Unemployment Compensation~~ • ~~Florida Exhaustee Report~~	~~Reemployment Assistance System:~~ • ~~Job Searching and Job Application information~~
~~Interfaces to DEO's One-Stop Service Tracking (OSST) System (Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Program)~~	~~Interfaces to the Florida One-Stop Business Registration Portal~~
~~Interfaces to Labor Market Information~~	~~Interfaces to the Florida Department of State, Division of Corporations~~
~~Interfaces to the Department of Revenue, Wage Record and New Hire data~~	
~~All interfaces required for the purposes of Federal Reporting, such as PIRL/SIR~~	~~Interfaces to the Florida Drivers' License records~~
~~Other interfaces as defined and required by the U.S. Deparment of Labor~~	
~~Other interfaces as defined and required by the Deparment, to include the Governor's Daily Report~~	
~~Wagner-Peyser, TAA and WIOA Wage Request~~	
~~Wager-Peyser, TAA and WIOA Wage Import File~~	
~~Wager-Peyser Data Validation~~	
~~Workforce Investment Opportunity Act (WIOA) Data Validation~~	
~~Job Listings and External Job Website Imports~~	
~~Interfaces to the CareerSource Florida Employer Services (Salesforce)~~	
~~Interfaces with the Department of Transportation's Freight Portal~~	
~~Department of Education Outcome data (Florida Education and Training Placement Information Program)~~	

			Current Interfaces
Interface name	**Information Transfer**	**Transfer Type**	**Description**
PREP data	SFTP	Inbound	Weekly file of claimants selected to participate in PREP
PREP schedule	SFTP	Inbound	Quarterly file of claimants scheduled for PREP services (ETA 9049)
REA PREP Pool	SFTP	Outbound	Weekly file identifying claimants available for scheduling of PREP services
PREP Profile Export	SFTP	Outbound	Profile Model accompanying file picked up from CONNECT
Workforce Registration Status (DEO RA)	Web Service	Inbound	Nightly batch cycle verifying claimant workforce registration status with DEO RA
Workforce new Claim Registration	Web Service	Realtime	
Workforce Registration Status (Verify)	Web Service	Outbound	Nightly batch cycle verifying claimant workforce registration status within current Workforce System
Workforce SSO Login URL	Web Service	Realtime	
Workforce UserExists Method	Web Service	Outbound	
Workforce Active Daily Claims Batch	SFTP	Outbound	Daily batch for adding and removing claimant UI indicators from CONNECT to Workforce
Workforce Active Daily Claims Batch	SFTP	Outbound	Daily SSNs for adding and removing UI indicators in Workforce System
REA Adjudicated Data	SFTP	Outbound	Weekly file to reschedule claimants who were "disqualified" from receiving UC benefits
REA EDP No Show	SFTP	Inbound	Datastore process sends REA a list of REA Worksearch No Shows to have an issue and sub type created
REA PREP No Show	SFTP	Inbound	Weekly file indicating REA/PREP Scheduled Service no-shows.
REA Latest Claimant Data	SFTP	Inbound	Weekly file identifying claimants that have received at least one scheduled service over prior 30 days.
TAA CONNECT	SFTP	Inbound	Capability to receive TAA Training waivers from the Workforce interface without user intervention. Capability to transmit new TAA training, training break, and waiver record information from Workforce to DEO.
WIOA Training	SFTP	Inbound	Capability to receive data related to a claimant's placement in approved training. Interface crossmatches with CONNECT to identify and route flagged claims for adjudication.
Active Claimant Interface	SFTP	Outbound	Request from Governor's Office to provide weekly report of active claimants.

RA Active Claims	SFTP	Outbound	Capability of producing Federal reports by both Workforce and DEO Federal Reports unit
DEO PRAU Extract	FTPS (SSL)	Outbound	Backup file for Performance, Reporting & Analysis Unit (PRAU)
DEO's Governor's Daily Job Placement Report	SFTP	Outbound	Report of aggregated external, spidered job counts by LWDBs supporting the Governor's daily report.
WIOA Data Validation	SFTP	Outbound	Weekly file to validate exported data for federal reporting (ETA9090/ETA9091/ETA WIASRD)
Wagner-Peyser Data Validation File	SFTP	Outbound	Weekly file to validate exported data for federal reporting (ETA9002/VETS 200)
TAA Data Validation File	SFTP	Outbound	Weekly file to validate exported data for federal reporting (ETA TAPR)
Daily DOR New Hire Data Load	SFTP	Inbound	Daily report of DOR new-hire data for Performance, Reporting & Analysis Unit
FETPIP Wages Match	SFTP	Outbound	Quarterly file of Workforce System participants to FETPIP for earnings/wages matches.
FETPIP Wages Match	SFTP	Inbound	Quarterly file of Workforce System participants from FETPIP with matched earnings/wages.
ODDS	SFTP	Inbound	Daily file importing flat files (registration, case notes & services) and updates to Wagner Peyser participant records for individual registrants coming from OSST (Welfare Transition and SNAP participants)
Florida Occupation Supply/Demand Report	SFTP	Outbound	Monthly report of aggregate scraped and direct entry jobs counts (by SOC code and location)
WID Webface Data Loader	Web Service	Inbound	Monthly data file for manual upload of LMI data
Eligible Training Provider List (ETPL)	SFTP	Inbound	Monthly import of Eligible Training Provider List
DHCMV Vehicle ID check			Proposed interface with FL DHSMV for employer registration based on Vehicle registration ID.
CareerSource Florida Employer Services			Potential interface with CareerSource Florida Employer Services website
Job Central File Transfer (XML)	SFTP	Outbound	Daily extract of Workforce System Internal job orders and employer data into a flat file.
Job Listings and External Job Website Imports	Web Service	Outbound	Extraction of job order and employer data where web service returns Job Listings including spidered jobs, preferred jobs within certain parameters, such as location, and other search criteria.
ATLAS document management system		Inbound	Web service that records activities and services performed through Atlas system for electronic document management and self-service orientation for WIOA/SNAP/WT

SSO	Web Service	Outbound	Authenticates clients and case managers in FloridaJobConnect/MyTess against Workforce System to direct users into specific areas of Workforce System.
Verify Complete Registration (DEO)	Web Service	Outbound	Workforce System Registration status lookup: supplies current status of many tasks within Workforce System for display in OSST & OSST Client applications (some CS regions use the status lookup to require EF work registration prior to granting SNAP/WT work registration)
ETA9172 - Adult	SFTP	Outbound	Federal PIRL File for Quarterly reporting to USDOL for Performance Outcomes
ETA9172 - Dislocated Worker	SFTP	Outbound	Federal PIRL File for Quarterly reporting to USDOL for Performance Outcomes
ETA9172 - Youth	SFTP	Outbound	Federal PIRL File for Quarterly reporting to USDOL for Performance Outcomes
ETA9172 - Dislocated Worker Grant	SFTP	Outbound	Federal PIRL File for Quarterly reporting to USDOL for Performance Outcomes
ETA9172 - Wagner-Peyser	SFTP	Outbound	Federal PIRL File for Quarterly reporting to USDOL for Performance Outcomes
ETA9173 - Training provider	SFTP	Outbound	Federal PIRL File for Quarterly reporting to USDOL for Performance on each provider by program of study

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*Authorized Representative's Signature
*This individual must have the authority to bind the respondent

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*Typed Name and Title of Authorized Representative