OFFICE OF THE REVISOR OF STATUTES

Minnesota Legislature

REQUEST FOR PROPOSALS (RFP)

Date of Issue: November 13, 2023

Closing Date and Time: January 5, 2024, 5:00 p.m. Central Time

Single Point of Contact (SPC): Kelly Foehl, Office Administrator

Address: 100 Rev. Dr. Martin Luther King Jr. Blvd, Suite 700

City, State, Zip: St. Paul, MN 55155

Phone (voice): 651-296-6040

Email: kelly.foehl@revisor.mn.gov

Table of Contents

SECTION ONE: GENERAL INFORMATION

1.1 INTRODUCTION

The Minnesota Office of the Revisor of Statutes is a nonpartisan legislative agency that provides a broad range of services to the legislature, legislative staff, constitutional officers, and the executive and judicial branches of state government.

In addition, the Office of the Revisor of Statutes is the official publisher of Minnesota law, including the Laws of Minnesota, Minnesota Statutes, and Minnesota Rules, which are published in print and on the Internet. Specific duties of the office are set forth in Minnesota Statutes, chapters 3C and 14, or by legislative rule or custom.

Office of the Revisor of Statutes information systems (IS) provide computer programs and equipment to support drafting and publication work of the office. The IS infrastructure supports the work of Minnesota House of Representatives, Minnesota Senate, and Legislative Coordinating Commission offices. Approximately 130 users create and edit documents. The public, legislators, and staff access bill text and status from the office's web servers.

1.2 PURPOSE OF RFP

The Office of the Revisor of Statutes is undertaking a multiyear, multiphase initiative to replace the legislature's legacy document production technology with a new document publishing and management system. The office seeks proposals from qualified vendors for delivering a fully designed, developed, tested, and documented solution with appropriate training for users. The solution must meet, approximate, or exceed the performance of the current legacy system and enhance the legislature's business processes, including workflows.

1.3 TIMELINE AND INSTRUCTIONS

The Office of the Revisor of Statutes will accept submissions until January 5th at 5:00 p.m. CST, though early submissions are encouraged. Late responses will not be considered. Applicants must submit any required supplemental documents at the same time as responses. Incomplete responses that materially deviate from the required format and content may not be considered. The selected bidder agrees to comply with all applicable provisions of Minnesota Statutes, chapters 3 and 3C. The state of Minnesota promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity, sexual orientation, or veteran status.

A list of frequently asked questions regarding the RFP will be compiled and included on the Office of the Revisor of Statutes website here: https://www.revisor.mn.gov/employment/.

The Single Point of Contact (SPC) for questions is:
Kelly Foehl, Office Administrator
Office of the Revisor of Statutes
Kelly.foehl@revisor.mn.gov

Questions should be emailed to the SPC by 8:00 A.M Central Time, Wednesday, December 6, 2023.

Other personnel are not authorized to answer questions regarding this RFP.

SECTION TWO: BACKGROUND

2.1 CURRENT SYSTEM

The Office of the Revisor of Statutes currently uses XTEND, which is a third-generation document production system customized for the Minnesota Legislature. XTEND entered production in 2006 for legislative documents and was expanded to support administrative rules and court rules in 2008 and 2010, respectively. Support for Minnesota Statutes, chapter 3E, the Uniform Electronic Legal Material Act, was added in 2015.

XTEND architecture minimizes long-term maintenance costs by using popular computer hardware (Intel servers running Windows and Linux operating systems) and commercially available software products (Arbortext, RenderX, JBoss, and Oracle) for common functionality. These products are extended with custom-written software to provide features unique to the Minnesota Legislature. Features include but are not limited to the ability to:

1. compute and insert page and line numbers;
2. automatically check statutory order within a bill;
3. automatically generate bill section numbers in titles;
4. automatically generate a committee report from amendments;
5. automatically engross a bill (i.e., apply amendments to a bill);
6. produce comparison and side-by-side documents;
7. search for text in all document types;
8. customize print options;
9. generate tables identifying amended statutes and laws, memorializing statutory authority for rules, identifying laws related to local laws, and other classification tables users find helpful to organize portions of law or rule;
10. use custom tools for editing, proofing, and publishing statutes, session laws, and administrative rules;
11. create the chamber journals, calendars, and agendas;
12. generate automated reports validating document structure, consistency, duplicate actions, and bill section cross-references; and
13. transmit documents to other external systems.

Many legislative offices use the XTEND system. The Office of the Revisor of Statutes produces resolutions, bill drafts, engrossments, amendments, house committee reports, conference committee reports, side-by-side comparison reports, enrollments, and administrative rules and uses XTEND for editing and publishing session laws, statutes, and rules. Other nonpartisan drafting offices use XTEND for the preparation of resolutions, bill drafts, and amendments. The house and senate use XTEND to produce agendas, calendars, and journals.

2.2 SYSTEM REPLACEMENT AND ENHANCEMENTS

In 2018, the Office of the Revisor of Statutes began working with a business process analyst to model the process flows for legislative document drafting, publishing, status systems, and workflow. New features of Office of the Revisor of Statutes systems are consistently requested, requiring the Office of the Revisor of Statutes to constantly upgrade backend technologies in use. The goals of the mapping project were: (1) to aid in assessing and improving the current systems maintained by the Office of the Revisor of Statutes for the use of all legislative offices; and (2) to prepare for the current legislative drafting system's eventual replacement and inclusion of a comprehensive legislative workflow design that will be used throughout the legislature.

In 2023, the legislature approved onetime funding to replace the Office of the Revisor of Statutes legislative drafting system.

2.3 CURRENT CHALLENGES AND EXPECTED BENEFITS OF REPLACEMENT

While the current system has proven to be effective, stable, reliable, and comparatively sophisticated as a result of specific legislative business needs, it is not without specific shortcomings as well. The most significant current challenges include: (1) because the system primarily supports legislative document generation, the Office of the Revisor of Statutes relies on a variety of software and other solutions—only a few of which are integrated in a meaningful way—in order to perform all of the office's work; (2) the system does not support workflows for internal bill drafting offices to use, for legislators and their staff to use, or to support legislative process management; (3) the system relies on some software and technologies that vendors are discontinuing or moving away from supporting; and (4) as a result of the system's development approach, the code base is antiquated and unnecessarily complex, which makes it difficult to both maintain and make requested or needed changes without negatively impacting overall system performance. Moreover, because the Minnesota House of Representatives and the Minnesota Senate have varying business processes and needs, the type of support the system provides for each body varies. For example, the Senate uses the system to create committee reports, while the Office of the Revisor of Statutes performs the same function for the House of Representatives. Similarly, the Senate uses the system to create its journal, while the House of Representatives has a separate system. Navigating these differences to provide expected levels of support can prove difficult from a systems development standpoint.

As specified in detail in section four, the primary expected benefits of replacing the system include moving to a more singular, integrated legislative work environment, while maintaining or approximating all core functions of the current system that the Minnesota Legislature relies on to

perform its work. Legislators and staff across both partisan and nonpartisan offices should be able to more easily engage and collaborate with respect to shared legislative business, but with less reliance on email communication. In addition, the system should move to a more modern code base/system architecture that allows for periodic updates to modernize and avoid obsolescence without a full-scale replacement, as well as add other legislative process and management features to accommodate evolving business needs. The system should also enhance ongoing efforts with respect to the accessibility of legislative documents, as well as provide for robust, modern data security, cybersecurity, and disaster recovery.

SECTION THREE: STATEMENT OF WORK

The selected vendor will be responsible for delivering a fully documented and tested drafting, workflow, and content management system that addresses existing limitations and meets the outlined requirements. The system must support all drafting, codification, and publication duties of the Office of the Revisor of Statutes and other offices that currently use the office's systems. The system must also seamlessly integrate with existing systems to ensure compatibility and data consistency. All defined deliverables must be provided with the vendor working with the Office of the Revisor of Statutes to finalize a project plan, system requirements, implementation plan, support and maintenance agreements, and an architectural design and build. The vendor must perform testing, train users, migrate existing data to the new system, provide project management, and ensure system quality. A full statement of work will be provided to the selected vendor.

SECTION FOUR: PROJECT REQUIREMENTS

4.1 WORKFLOW

A comprehensive workflow management system capable of flexible configuration to meet specific user roles is required. The system must facilitate various workflows, including internal document drafting, routing documents between staff in partisan and nonpartisan offices, and managing drafting requests from legislators, agencies, and other entities. Robust dashboards tailored to user roles will provide real-time status updates for these workflows. Users should be able to subscribe to various levels of notifications of workflow status. A portal for legislators is a crucial requirement, enabling legislators to request drafts and monitor the status of their requests. The system must also support workflows for codification, print publication, and web publication, with an emphasis on automating processes while allowing user intervention when necessary. Additionally, the workflows must track legislative draft requests, engrossments, enrolled laws, and rule drafting, aligning these workflows with the process of enrolling session laws and codification. Tracking a bill's status within the legislative process is required through either a chamber management solution or linking workflow items to an existing bill status system. The ability to include signatures within electronic documents in various workflow steps is desired.

4.2 DRAFTING

Drafting and content assembly features to support the legislative process for the revisor, house, senate, and other joint offices is required. Various types of documents essential for legislative work, including but not limited to bills, resolutions, amendments, engrossments, committee reports, comparison reports, side-by-side comparisons, rules of procedure, messages between legislative bodies, legislative agendas, session journals, memos and letters, bill jackets and covers, and administrative rule drafts, will be drafted using the system. Key features include user-controlled renumbering of document contents, checking the order of documents, insertion of templated or copied content with source tracking, automatic generation of document titles, and a range of drafting tools such as locking down language, document navigation, print previewing, page and line marker management, find and replace with strike and underscore rules, spell check with user-defined dictionaries, configurable shortcut keys, styling rule enforcement, content block manipulation (merging, removal, splitting, promotion, and demotion), and the ability to draft standalone journals, incorporating templates, language, and vote records from the existing voting systems. The solution must support graphical content, large tables, and tables with rows that split across a page boundary. This comprehensive drafting and content assembly solution is integral to efficient legislative document creation and management.

4.3 LANGUAGE RETRIEVAL

The drafting system places a strong emphasis on advanced language retrieval capabilities. Users must be able to select and incorporate language from various legal publications including statutes, laws, and rules, as well as legislative working documents such as bills, amendments, resolutions, etc. The system must alert users in situations where there are different possible versions of the retrieved language. This alert mechanism enables users to make informed decisions about which version of the language to retrieve. The system should be aware of the status of the retrieved language, alerting users if it is repealed, amended, or inactive. Options for preserving page and line numbers, applying changes made by amendment or reversing amendments and resetting the language to a previous version, and copying language from other documents are essential for seamless drafting and document assembly.

4.4 AMENDMENTS AND ENGROSSING

The system must facilitate generation of amendments for various types of documents, including bills, engrossments, amendments, rules of procedure, and side-by-side comparisons. The tool must conform to Minnesota legislative amendment drafting standards, including but not limited to striking, removing strikes, adding new underscored language, and inserting sections with or without strike or underscore. Amendment instructions should be in natural language with the ability to override, as required, while retaining accuracy and efficiency in the engrossing process. Amendments target content at various levels from the entire legislative document, as well as within tables. The system should track all amendments included in an engrossed document, support the

incorporation of multiple amendments into a single engrossment, generate reports for amendments requiring manual intervention or overrides, incorporate tools to aid in proofing, and offer the ability to sort page and line amendments by line numbers, facilitating effective document management and revision processes.

4.5 LANGUAGE COMPARISON

A robust language comparison feature for legislative content is required. Language comparison is used to draft documents, evaluate uniformity of bills passed by the house or senate, and facilitate final agreements. There is a preference to maintain the current systems capability that lays out matched content side by side, allows for automatic matching of content with the ability for users to override, allows comparison of content from multiple sources, and highlights the difference within aligned content blocks. The tool must be able to detect differences in text even when the differences are only due to language being stricken. At minimum, a vendor must provide detailed information on its approach to language comparison and how the language comparison approach can be used to facilitate the drafting and committee work of the Minnesota Legislature.

4.6 TEMPLATING

A versatile template management system that enables users to create, update, and manage templates for various document types is required. These templates must be shareable among workgroups while also enforcing security measures to restrict access as necessary. Templates should support dynamic placeholders, allowing users to input free-form text or link to predefined datasets from different sources, ensuring flexibility and data accuracy. Categorization, possibly with subcategories, should be integrated into the system to organize templates effectively and provide users with access to the appropriate templates based on the document they are working on. Additionally, the templating system should enable users to easily select and save content from their documents as templates, categorize them, and set permissions accordingly. The templating solution must also support configurable autonumbering schemes and facilitate the integration of language retrieval and calling programs to generate content, enhancing document drafting efficiency and consistency. The comprehensive templating solution will streamline document creation and maintain conformity across various document types.

4.7 SEARCHING

Comprehensive search functionality within the system is required, emphasizing its critical role in helping users efficiently locate documents and relevant content. Users require the ability to perform keyword searches with options for exact match, wildcard match, and stemming, as well as the capability to search for multiple keywords or phrases simultaneously using logical operators such as AND, OR. The system should highlight where keyword matches are found, providing clear search results. Furthermore, the search functionality should support various filters, including sessions, document types, offices, portions of documents, and date ranges for created and modified dates.

Users should also be able to search for relationships between content, such as amendments, references, and internal document references, ensuring comprehensive document retrieval. The search system must respect document and content permissions, ensuring that users only access information for which they have permission. Additionally, for documents with pagination, search results should display the page and line where the result was found, facilitating content location for editors. Predefined search scenarios should be available, and searches scanning for errors should be linkable to a report. A robust search system will be a vital tool for users in navigating and managing documents and content effectively.

4.8 REPORTING

An extensive set of reporting functionality is necessary to support the editing and drafting processes within the system. Reports must provide valuable context by highlighting search results, showing page and line markers for the result's location, and offering information on the context within the document. They should include reports for retrieving language, such as listing all repealed language and specific statutory section language. Additionally, validation reports must identify and report specific cases of content issues, including number format errors, references to nonexistent or inactive provisions, content that doesn't adhere to style formats, statute notes, document ordering discrepancies, outdated language, cross-references, and missing content. Furthermore, reports must identify the results of updates to language, such as title generation changes, bill section renumbering, subdivision renumbering, and the addition of references to provisions. The system should support the execution of various searches and the assembly of search results into reports, including searches for misspelled words, keywords with highlighted results, and table exports detailing relationships, such as law and statute citations that have been amended, added, or repealed. Comprehensive reporting capabilities will enhance the editing and validation processes, ensuring the quality and accuracy of documents within the system.

4.9 COMPOSING

The system must support document composition, emphasizing compliance with accessibility standards. Vendors must provide a list of formats that can be generated from their solution. Multiple layout options are required (paged, nonpaged, various page sizes, with and without various document regions), ensuring flexibility in document formatting, including bill structure and styling. Accessibility support, especially for PDFs and HTML, is essential, with special attention to handling page numbers and stricken and new language in bills. The system should also be able to generate bill jackets and covers, generate PDFs for print publications, compose labels for label printers, and assemble tables for Office of the Revisor of Statutes print publications. Additionally, the system must facilitate the addition of essential information to documents, such as header details, print date, attorney, drafter initials, and bill status information, which can be retrieved through various tracked information sources. Comprehensive document composition support will ensure the system's versatility and compliance with accessibility standards while meeting the diverse needs of document creation and publication.

4.10 PUBLISHING AND EXPORTING

The system must have publishing and export capabilities to support versatile document distribution and formatting options. The system must support the delivery of both formatted and raw document versions to external offices via FTP, email, and legislative network drives. It should also facilitate a review process for documents before they are made public on the website, ensuring accuracy and quality control. Additionally, the system must be able to handle batch publishing, particularly for yearly publications involving a substantial volume of documents. The system must comply with Uniform Electronic Legal Materials Act (UELMA) versioning and preservation (see Minnesota Statutes, chapter 3E), as well as the ability to combine and prepare documents for various purposes. Furthermore, the system should offer options to include or exclude specific document elements, such as pagination, headers, or editorial notes, and provide the functionality to assemble or outline various document components, including tables of chapters, supplemental files, user-requested content, bill article and section listings, and index materials. A comprehensive set of publishing and exporting capabilities will streamline document distribution and formatting while ensuring flexibility and precision in document assembly and publication.

4.11 CONTENT MANAGEMENT

There are extensive content management requirements for the system, focusing on allowing users to efficiently manage their documents, assign permissions, and collaborate across offices. Key features include logical grouping of content for user groups, support for shared and personal document storage, viewing drafting history, tracking workflow states, reverting to prior document versions, copying documents, a recycle bin with undo capabilities, and editing with document locking at different document depths. Content management should seamlessly integrate with information management and relationship tracking, ensuring unique content identification and linking to validation results. The system must also support document versioning, facilitate document sharing between offices, maintain a most recently used document list, manage content incorporation into other documents, and track final versions of laws and codified language. Additionally, it should handle various content versions, capture document changes, track renumbering, enable content cleaning, support the publishing of internal documents to the public, and provide graphic management capabilities with permissions and version tracking.

4.12 INFORMATION MANAGEMENT AND RELATIONSHIP TRACKING

The system plays an essential role in managing a wealth of information pertaining to government entities, work groups, personnel, legislative and rules data, and intricate relationships between legal provisions. The system must include robust tracking mechanisms that facilitate comprehensive searches and reports on the legislative content created. The proposed workflows should ensure the accuracy and timeliness of information input, subjecting that information to various quality control checks and validation processes. Additionally, the system must support versioning for both

information and relationships, with the ability to track changes and revert them when necessary, providing a reliable foundation for efficient data management and accuracy maintenance. Assigning and reporting on topical index information for our published materials is required through either a system module or the ability to link to the existing indexing solution in use by the Office of the Revisor of Statutes.

4.13 NONFUNCTIONAL REQUIREMENTS

The system must be highly available: 24 hours per day, seven days per week, with minimal downtime for updates and appropriate disaster recovery measures in place to ensure legislative business is not unduly interrupted. System maintenance must not materially impact users' abilities to prepare documents for legislative or other business needs. The system must allow for flexibility in the workflows and documents required, as legislative process changes may occur at any time with various lengths of time to conform. Data must be protected by implementing role-based authentication, ensuring encryption of information, and providing security patches to software. The system, and the platforms upon which the system is built, should integrate with the legislature's existing security mechanisms and follow modern security practices. All documents uploaded to the system should be text searchable. If a raster or vector PDF is imported, the system should use an OCR program to create and add text to a new copy of the PDF. If practical, the system should use the identity management solutions currently implemented by the various legislative offices. The system must support legislative documents that are upwards of 1,000 pages in length, including pagination, printing, searching, amending, and comparing of these documents. The system should provide a web service so that software applications can dynamically read and update data.

4.14 REQUIREMENTS FINALIZATION

The selected vendor will initially gain an overall understanding of current business processes and procedures. Information to be obtained will include but not be limited to current work functions, roles and responsibilities, business rules, inputs and outputs, and interfaces. When possible, the selected vendor may leverage business process models and user stories already defined by the Office of the Revisor of Statutes. The selected vendor will use the information obtained to define the business processes and procedures that will be needed to accommodate the new solution efficiently and effectively. An iterative approach to define and develop requirements is preferred, with ongoing review and refinement of all project phases, timelines, and deliverables. The Office of the Revisor of Statutes project manager will have final approval of any proposed refinements.

SECTION FIVE: VENDOR ELIGIBILITY AND QUALIFICATIONS

The Office of the Revisor of Statutes places a high value on vendor expertise, particularly in the context of legislative entities, drafting systems, the legislative process, and legal provisions, to ensure the successful execution of the project. Vendor eligibility depends on:

1. Vendor Experience: The selected vendor must demonstrate a track record of successfully working with legislative entities and a deep understanding of drafting systems, the legislative process, and legal provisions. This experience is crucial for the project's success, as it directly impacts the quality and suitability of the proposed solution.
2. Key Staff Qualifications: To meet the project's specific technological, scope, and complexity requirements, the proposer's key staff members in all roles, including the project manager, architect, programmer, and analyst, must individually possess hands-on experience on projects that are similar in terms of technology, scope, and complexity.

SECTION SIX: PROJECT PLAN AND TIMELINE

As part of the RFP submission, vendors must provide an overall project plan and timeline outlining phases and tasks needed to provide deliverables. The selected vendor's project manager will work with the Office of the Revisor of Statutes project manager to plan for the upcoming work effort. The work plan and project management plan that is provided as part of the RFP proposal will be reviewed and refined as necessary. No work will begin on any phase of the project until the project management plan has been established and the work plan has been updated to include details for the phase that will be started. A payment schedule will be created to reflect the dates within the work plan and will be officially reviewed and accepted along with the work plan and project management plan.

Vendors must provide a general timeline that includes definitions of project phases and provides estimates on requirement gathering and analysis, system design and architecture development, system development and testing, data migration planning and execution, user training and documentation preparation, and system deployment and postimplementation support.

SECTION SEVEN: DELIVERABLES

The selected vendor will be responsible for providing a range of services and deliverables throughout the project, with the specific format, frequency, and delivery dates to be mutually agreed upon with the Office of the Revisor of Statutes as part of the final contract. Deliverables will undergo continuous review and adjustment to align with the evolving project. The vendor's responsibilities include but are not limited to:

1. providing a fully functional and rigorously tested system that meets all specified requirements;
2. creating a comprehensive project work plan encompassing project phases, detailed work items, timelines, resource assignments, critical path identification, milestones, deliverables, test plans, and submission and review processes;
3. developing a payment schedule linked to contract milestones and associated payments;
4. formulating a project management plan that outlines staffing, communication, risk management, assumptions, and constraints;
5. documenting new business processes and procedures, including work functions, roles, business rules, inputs and outputs, and interfaces;
6. listing and describing the components requiring customization efforts from the base system;

7. finalizing the requirements for the delivered solution, aligning them with project phases in the work plan;
8. adjusting the architectural design based on any changes from the initial proposal;
9. crafting a procurement/acquisition plan for required hardware and software, including hardware availability and software procurement;
10. establishing the necessary technical infrastructure to support the procured solution;
11. providing detailed installation and configuration instructions for unique software components;
12. supplying all software licenses and copies of the license agreements;
13. creating a test plan covering testing approaches, tasks, resources, tools, benchmarks, scripts, error reporting procedures, and schedules;
14. delivering completed testing results;
15. developing a training plan for different training groups, including descriptions, tasks, resources, tools, materials, assessment plans, and schedules;
16. supplying training materials in accessible electronic formats;
17. conducting training and associated assessments;
18. crafting a migration plan for data cleanup and migration from the current system, including tasks, resources, tools, materials, data mapping, validation procedures, and schedules;
19. preparing an implementation plan with approaches, tasks, resources, tools, materials, success verification processes, and schedules;
20. creating both a user manual and system manual to guide users in system functionality and technical components;
21. formulating a comprehensive support and maintenance agreement; and
22. developing deliverable expectation documents for each deliverable, specifying format, content, and review and acceptance processes before beginning associated work.

Deliverables will be specified in a statement of work agreed to by the Office of the Revisor of Statutes and the vendor. The deliverables will evolve and adapt to ensure the successful execution of the project in alignment with the Revisor's requirements.

SECTION EIGHT: PROJECT MANAGEMENT

8.1 PROJECT MANAGER ASSIGNMENT

The selected vendor shall designate an experienced project manager for the project. Ideally, the vendor's project manager should possess prior experience in handling legislative-sponsored software implementation projects, both for the vendor's company and other clients. This project manager will oversee the project's successful execution, following the directives of the revisor project manager and adhering to the final contract's terms and conditions.

8.2 PROJECT WORK PLAN

The selected vendor's project manager will maintain a comprehensive project work plan throughout the solution implementation phase. This work plan will be developed and managed using an automated project management tool. Updates to the work plan will be submitted to the revisor project manager at regular intervals.

8.3 PROJECT COMMUNICATIONS

The selected vendor will follow an iterative project management approach, including key components in this section. The selected vendor's project manager will provide written status reports to the revisor project manager on a recurring basis. These status reports will encompass achievements during the reporting period, high-level tasks for the upcoming period, and any project schedule or budget-related issues or concerns. The selected vendor's project manager will also plan and conduct periodic status meetings as needed to discuss current project activities and address questions, issues, or concerns. Additionally, the vendor's project manager may be requested to participate in project-related meetings organized by the revisor project manager.

8.4 CHANGE REQUEST MANAGEMENT

For unforeseen issues uncovered that threaten the project timeline and/or costs, the vendor's project manager, in coordination with the revisor project manager, will formally document and track each identified issue, maintaining a comprehensive document that outlines each issue's details, potential impact on the project's schedule and budget, available options, and a recommended resolution. Both project managers will take proactive steps to resolve the issue and ensure that the resolution and its effects on the schedule and budget are well documented.

8.5 RISK MANAGEMENT

The selected vendor's project manager will collaborate with the revisor project manager to establish and maintain a formal risk management process throughout the project's duration. The selected vendor's project manager will periodically present updated risk management plans, with the timeline for delivering these updates being defined in writing and approved by the revisor project manager following the initial risk management plan's delivery. The risk management plan will cover all project risks and include:

1. detailed risk descriptions;
2. potential impacts on the project;
3. impact ratings (e.g., High, Medium, Low);
4. likelihood of occurrence (e.g., High, Medium, Low); and
5. risk mitigation plans.

SECTION NINE: DATA MIGRATION AND SYSTEM INTEGRATION

In consultation with the Office of the Revisor of Statutes, the selected vendor is responsible for migrating data from the existing system and establishing all data elements and information necessary to effectively use the system after implementation. The selected vendor will analyze existing database tables and data elements within the current system and create a migration plan that is aimed at cleaning up and migrating required data elements. The migration plan will also include a plan for

populating required data elements that will not be addressed by the migration of data from the current system. The selected vendor will schedule and coordinate all data migration and population activities to ensure that all work is performed in accordance with the migration plan. Unless specified otherwise within the migration plan, the selected vendor must provide all tools, equipment, materials, and resources necessary to effectively perform the required work tasks. The vendor must test all data migration and population processes and procedures.

The proposed solution must seamlessly integrate with existing systems used by the Office of the Revisor of Statutes, the Minnesota House of Representatives, the Minnesota Senate, and other joint offices. Importing and exporting data to various legislative systems ensures the legislature can provide information to legislators, staff, and the general public.

SECTION TEN: TESTING AND QUALITY ASSURANCE

The selected vendor will be responsible for creating test plans that cover unit testing, integration testing, scalability and performance testing, and acceptance testing. During development, the selected vendor will schedule and coordinate all testing activities to ensure that each of the tests are prepared for and performed in accordance with the test plans that are created. Unless specified otherwise within the test plan, the selected vendor must provide all tools, testing materials, and resources necessary to effectively perform the required tests. All testing will be approved by the Office of the Revisor of Statutes before the solution can be deployed within a production environment.

The selected vendor will be responsible for the quality of the deliverables that are created and must submit all deliverables for review and acceptance and participate in the deliverable review process in accordance with the terms and conditions defined by the revisor project manager.

SECTION ELEVEN: TRAINING AND SUPPORT

11.1 TRAINING PLANNING AND DELIVERY

The selected vendor must provide a training plan for each group that will be receiving training. The selected vendor will be responsible for scheduling, coordinating, and delivering all training in accordance with the training plan that is established. The selected vendor will assist revisor staff with the setup of the training facility and must provide the instructor and training material necessary to effectively deliver the training.

11.2 TRAINING MATERIALS

All materials will be provided electronically and conform to accessibility standards. The materials become the property of the Office of the Revisor of Statutes, which reserves the right to update, modify, and distribute as needed.

The selected vendor will provide agreed upon support and maintenance for the solution to begin immediately after receiving the Office of the Revisor of Statutes' official acceptance of the implemented solution.

The selected vendor will address all questions and reported problems related to the technical and functional operation of the system. The selected vendor must work with the Office of the Revisor of Statutes to define a service level agreement that ensures the legislative business is adequately supported.

SECTION TWELVE: PROPOSAL SUBMISSIONS

12.1 COMPREHENSIVE PROPOSALS AND COLLABORATIVE PROPOSALS

The selected vendor must demonstrate a deep understanding of critical requirements and provide modern solutions that significantly enhance the legislative processes and collaboration among stakeholders. The Office of the Revisor of Statutes looks forward to receiving comprehensive proposals from qualified vendors committed to achieving these objectives. Multivendor proposals are welcome, provided that each component of the proposed solution aligns with all specified requirements and clearly delineates the responsibilities of each individual vendor. The proposal must comprehensively outline how the collaboration between multiple vendors will result in a cohesive and effective system that meets the project's objectives.

12.2 PROPOSAL REQUIREMENTS

1. Comprehensive Solution Approach: All proposals must provide a detailed description of the vendor's approach to delivering a comprehensive solution. At minimum, the proposal must include document drafting, drafting and codification workflows, online and print publications, and a legislative member dashboard for tracking bill requests. The proposal must also propose or provide additional information about system enhancements available to address other current or future legislative business needs, including but not limited to chamber management, committee workflow management, artificial intelligence, and translation services.
2. Financial Stability Evaluation: The vendor is expected to demonstrate financial stability over the past two years.
3. Proposal Contents: Each proposal must consist of two key components: the technical proposal narrative and the cost proposal narrative. These narratives should be sufficiently detailed to facilitate a thorough review of the proposal.

12.3 TECHNICAL PROPOSAL REQUIREMENTS

Proposals must include at least the following:

1. a proposed project management plan, as outlined in Section Seven, that will be reviewed and refined as necessary to reflect the work that is to be accomplished;

2. a proposed work plan, as outlined in Section Seven, that will describe project phases and general timelines needed to meet outlined requirements;
3. an architecture design including security details and practices for the solution proposed;
4. a proposed outline of code ownership and ongoing code maintenance responsibilities;
5. a concise statement outlining the vendor's understanding of the project's scope and objectives, along with a description of the proposed methodology to accomplish the work;
6. information on the vendor's background and experience in delivering similar services, including collaborative systems development with other clients and any prior work for state legislatures. Vendor references from at least two previous clients and references for work performed for other state legislatures should be included. Comparable information must be provided for any subcontractors, if used;
7. resumes of key project staff, specifying their roles within the firm, total years with the firm, previous work assignments, and relevant knowledge of legislative processes and workflows. For any on-site work, indicate which project members will be present, their duration on the project, and their level of involvement. Comparable information must be provided for any subcontractors, if used;
8. a description of the warranty provided with the delivered software and the vendor's commitment to providing maintenance upgrades and a proposed service level agreement for incident management;
9. for commercial software products, including commercial software products customized for the project, provide information about supported software platforms, design architecture (e.g., APIs, multitier architecture), and the product's technical direction;
10. for third-party software, detail vendor customer support procedures, including telephone, email, website, and on-site support, as well as any available product warranty and maintenance agreements;
11. for custom-built software, describe all technical deliverables in line with this RFP's specifications;
12. a proposed training plan;
13. plans for system and end-user documentation, including online help features; and
14. if possible, a user-test environment agreement to allow users to experiment and test any features or functionalities that already have implementations.

12.4 COST PROPOSAL REQUIREMENTS

Vendors must provide a cost proposal that encompasses the following aspects, providing a detailed breakdown of costs and related information:

1. a thorough description of all underlying assumptions that form the basis of the cost proposal, ensuring transparency in cost estimation;
2. an itemized quotation that defines cost associated with the implementation of the system. The proposal should also address the stability of the cost estimates and highlight the extent to which the vendor can accommodate changes within a reasonable range, while considering constraints on significant alterations to the bid;

3. a change budget estimation, including fees and processes associated with planning, implementing, and tracking changes requested by users throughout the project;
4. if the vendor intends to enter a subcontracting arrangement for any part of the project, a list of specific tasks to be performed by the subcontractor and a detailed breakdown of the associated costs;
5. if any third-party software components are included in the solution and are not currently supported by the Office of the Revisor of Statutes, the proposal should detail the costs associated with their procurement and integration;
6. if the solution requires hardware that is not currently supported by the Office of the Revisor of Statutes, itemized hardware costs. For turnkey commercial software products, details about the supported operating systems, scalability, and client desktop OS support and considerations related to desktop and server performance (including any server sizing recommendations) should be provided;
7. all labor costs presented either as line items or, if they are incorporated within the cost of the application, explicitly noted as such; and
8. an outline of the pricing method for licenses, distinguishing between concurrent and named user licenses, if applicable, including details on pricing for technical support and maintenance, specifying whether it is based on a fixed cost, per use, or any other method. Any costs associated with maintaining third-party software not currently supported by the Office of the Revisor of Statutes should also be included.

12.5 VENDOR DATA

The Office of the Revisor of Statutes will not disclose or disseminate any information or data submitted in response to this RFP that is a trade secret, as defined under Minnesota Statutes, section 325C.01, subdivision 5, or constitutes proprietary system information, unless disclosure is otherwise required by Minnesota law.

SECTION THIRTEEN: NEXT STEPS

Based on qualifications and responsiveness to this RFP's requirements, finalist vendors will be asked to attend an in-person or virtual meeting and demonstration in January 2024.