SECTION 20:
TECHNOLOGY CONTRACTS

Information Technology Master Contract Programs

As an alternative to the state’s standard contracting process, two master contract programs are available to obtain resources to perform a wide variety of IT professional services. Both programs are available for use by Minnesota state agencies along with other governmental units, such as cities, counties, school districts and other organizations eligible under the State’s cooperative purchasing venture (CPV) program.

BUY-IT Master Contract Program (902TS)

The Buy-IT Master Contract Program is administered by the Office of Enterprise Technology (OET d/b/a MN.IT Services) The Program assists agencies and vendors in connecting with one another to complete agency IT project work, or to provide agencies with additional personnel needed to assist in completing IT projects that are currently in process. Agencies may use the program for IT projects, or IT staff augmentation, for projects costing up to $2,000,000. The program term is from July 1, 2009 through June 30, 2014. The T-Number that is required for contract entry into SWIFT is 902TS for all work orders.

The Master Contract Program features IT professional service providers in 60 IT-related service areas. Currently, over 300 vendors participate in this widely-used program.

A specified level of competition among Master Contract participants in a given category is required for all work estimated to exceed $5,000. Posting requirements are as follows:

- **$0-$5,000** – An agency may directly select any vendor in the applicable service category. An agency may choose to obtain competitive quotes from 2 or more vendors because competition is encouraged at all dollar levels.
- **$5,001 - $25,000** – A solicitation (Statement of Work) must be sent to a minimum of 3 vendors approved in the applicable service category. Alternatively, an agency may choose to post the opportunity on the MN.IT Services Central website for a minimum of 5 working days, making the opportunity available to all vendors approved in the service category requested.
- **$25,001-$250,000** - Opportunities at this dollar level must be posted on the MN.IT Services Central website for a minimum of 5 working days.
- **Above $250,001** – Opportunities at this dollar level must be posted on the MN.IT Services Central website for a minimum of 10 working days.

Specific features agencies have found helpful about the Buy-IT program include:
• Ability to issue a short Statement of Work rather than a write a full RFP eases the administrative workload.
• Vendor insurance compliance is monitored by MN.IT Services Central staff.
• Participating vendors have been pre-screened and assigned to specific IT specialties.
• Master contract terms and conditions have been negotiated for the agencies. Work is engaged via a simple work order.
• Shortened posting times and streamlined process allow agencies to bring resources on board quickly.

Additional information, required forms and specific instructions for using the BUY-IT Master Contract Program can be found on the MN.IT Services Central website.

ASAP-IT

In 2009, MN.IT Services Central and the Department of Administration partnered to create the Accelerated Staff Augmentation Program (ASAP-IT). The primary focus of this effort was to develop a program that further streamlined the process to engage resources in the most highly utilized IT service categories.

The ASAP-IT program is exclusively for IT staff augmentation and is not intended for long term deliverables-based projects. Engagements under this program may not exceed one year in duration. The program allows the end user the ability to engage a resource quickly. In fact, all participating vendors are contractually required to be able to supply a qualified resource within 2 business days if requested by the agency. All participating vendors must also meet or exceed pre-defined minimum skill requirements, ensuring the quality of services remains exceptional. The availability of this program and use by all state agencies and other governmental units has allowed the state to leverage this purchasing volume to achieve exceptional contract pricing.

The T-Number that is required for contract entry into SWIFT is 10ATS for all work orders.

Service Categories include:
• Architect
• Business Analyst
• Java Programmer
• .Net Programmer
• Project Manager
• Quality Assurance Specialist
• Security Analyst
• System Analyst

As a result of a competitive RFP that has already been issued, agencies may select a vendor of choice for engagements not exceeding a total cost of $100,000. For engagements anticipated to exceed $100,000, a secondary competitive process is required using a simplified and fully automated
“Call for Resumes” process. Work orders are issued to selected vendors against pre-established master contracts, further streamlining the process.

Additional information about ASAP-IT, including instructions and forms can be found on the MN.IT Services Central website.

**MN.IT Services Central Technology Approval**

MN.IT Services Central is required by statute to review and approve IT purchases for hardware, software and professional services. To that end, certification forms that entail IT-related professional services are reviewed by both MN.IT Services Central and the Department of Administration. Agencies should submit all IT-related P/T documents, including certification forms, RFP’s, and amendment preapproval requests directly to MN.IT Services Central.

Statutory provisions require that all projects exceeding $1,000,000 be registered with MN.IT Services Central and that the project be divided up into approved phases. Any planned project or purchase subject to the statutory provisions below requires MN.IT Services Central involvement at the earliest point possible. Important statutory requirements to be aware of include:

**16E.01 OFFICE OF ENTERPRISE TECHNOLOGY.**

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(c) A state agency that has an information and telecommunications technology project with a total expected project cost of more than $1,000,000, whether funded as part of the biennial budget or by any other means, shall register with the office by submitting basic project startup documentation, as specified by the chief information officer in both format and content, before any project funding is requested or committed and before the project commences. State agency project leaders must demonstrate that the project will be properly managed, provide updates to the project documentation as changes are proposed, and regularly report on the current status of the project on a schedule agreed to with the chief information officer.

(d) The chief information officer shall monitor progress on any active information and telecommunications technology project with a total expected project cost of more than $5,000,000 and report on the performance of the project in comparison with the plans for the project in terms of time, scope, and budget. The chief information officer may conduct an independent project audit of the project. The audit analysis and evaluation of the projects subject to paragraph (c) must be presented to agency executive sponsors, the project governance bodies, and the chief information officer. All reports and responses must become part of the project record.

(e) For any active information and telecommunications technology project with a total expected project cost of more than $10,000,000, the state agency must perform an annual independent audit that conforms to published project audit principles promulgated by the office.

**16E.0465 TECHNOLOGY APPROVAL.**
Subdivision 1. Application. This section applies to an appropriation of more than $1,000,000 of state or federal funds to a state agency for any information and telecommunications technology project or for any phase of such a project, device, or system. For purposes of this section, an appropriation of state or federal funds to a state agency includes an appropriation:
(1) to a constitutional officer;
(2) for a project that includes both a state agency and units of local government; and
(3) to a state agency for grants to be made to other entities.

Subd. 2. Required review and approval. (a) A state agency receiving an appropriation for an information and telecommunications technology project subject to this section must divide the project into phases.
(b) The commissioner of management and budget may not authorize the encumbrance or expenditure of an appropriation of state funds to a state agency for any phase of a project, device, or system subject to this section unless the Office of Enterprise Technology has reviewed each phase of the project, device, or system, and based on this review, the chief information officer has determined for each phase that:
(1) the project is compatible with the state information architecture and other policies and standards established by the chief information officer;
(2) the agency is able to accomplish the goals of the phase of the project with the funds appropriated; and
(3) the project supports the enterprise information technology strategy.

Subd. 3. [Repealed, 2005 c 156 art 5 s 24]

History: 1Sp2001 c 10 art 2 s 46; 2005 c 156 art 5 s 14,15; 2009 c 101 art 2 s 109