

**PRE-QUALIFICATION PROGRAM**

Work Type Definition / Submittal Requirements

# Work Type Definition

## 23.3 Data Input Services

### Description

MnDOT needs professional individuals to design and manage all phases of a project to transfer confidential data records into data management software for maintenance and retrieval. Individuals must be able to form a plan and implement the plan for efficient transfer of documents from paper sources to electronic format with a high degree of accuracy; must also quickly identify and resolve errors and inconsistencies within the data with appropriate staff; and may create new files for project data compilation. MnDOT may also require such individuals to perform data management duties may include data entry, record keeping, filing, copying, scanning, and faxing. Specifically, MnDOT requires the following:

#### Priorities

* Project design to manage work flow
* Coordinate and delegate tasks to ensure accuracy and progress to deadlines
* Ensure consistency of records management project and performance of tasks

#### Communication

* Communicate incomplete or inaccurate data for correction
* Keep staff informed as to status of data completion with regular updates
* Draft reports on project completion for manager’s approval
* Provide data for reports showing progress towards goals

#### Data Management

* Ensure that all confidential documentation is kept in locked storage when not in use
* Ensure that records are filed per project, as appropriate
* Recommend improvements of data storage and retrieval systems
* Update and manage project files
* Performs analysis of data to determine inconsistencies in reported information and identify missing data.

| Level 1 – 23.31 [Full Service] | Level 2 – 23.32 [Limited Service] |
| --- | --- |
| * Full Service means that the firm has access to employees with significant experience and offers full service capabilities to lead, manage, and perform the level of work for which they are pre-qualified. * Firm must be able to access qualified candidates that meet MnDOT’s required qualifications, skills, and abilities. Firm must be able to provide sufficiently-skilled candidates that can be placed in a timeframe that will enable MnDOT to meet the schedule required to process document requests. Placements are often needed on a very short notice. | * Limited Service means that the firm has limited service capacity and offers assistance for the level of work for which they are pre-qualified, either a) to other firms or directly to MnDOT, or b) by providing specialty/niche expertise. * For document review services, MnDOT will also consider individuals who meet the qualifications. To be considered for a contract, such individuals will also need to be able to work as described herein, be available to perform within a short time from the state’s request, and be available to devote time to the work as required by the state. |

Firms will not be approved in both levels. They can be approved in one or the other.

### Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

1. Minnesota Rules of Civil Procedure

The production of documents related to litigation activities is produced in accordance with the Minnesota Rules of Civil Procedure. Each Attorney is required to be familiar with the rules and capable of ascertaining and categorizing data related to the rules.

1. Minnesota Government Data Practices Act

The Minnesota Department of Transportation is subject to the Minnesota Government Data Practices Act. Mn. Stat. §13. Each attorney is required to be familiar with the statute and capable of interpreting relevant and applicable sections.

1. Microsoft

Outlook as well as other standard Microsoft Office software products are frequently used in the process of completing document review. Familiarity with standard office software is required of all attorney reviewers.

1. Relativity

Relativity is the eDiscovery platform used by the MnDOT. Attorneys must have familiarity with the eDiscovery platform prior to placement on a MnDOT assignment, specifically MnDOT requires the following familiarity:

1. Searching – Every attorney must have the ability to perform a search based on document ID number, relevant terms, and applied coding tags.
2. Reviewing – Every attorney must be able to move through a review set, batch, or other assigned documents and without assistance view documents and attachments.
3. Coding – Every attorney must be able to select appropriate “tags” on documents in accordance with the appropriate guidance provided and in compliance with applicable rule, statute, or law.

### Provided by Consultant

General Requirements may include the following:

1. Length of engagement: medium term, 1-5 years.
2. Number of documents: will vary greatly according to project
3. Data collection may be from paper documents, hard drives, mobile devices, flash drives, and servers.
4. Types of documents: documents will be collected in both paper and electronic format. Documents not in native format must be scanned, bibliographically coded, and may be need to be OCR processed.
5. Database: the selected responder is responsible for administering the databases as follows:
6. Organization and segregation of documents in a variety of ways;
7. Documents are hosted in a single, uniform image format with the corresponding native format linked. Other Images should be in TIFF format, 300dpi. OCR specifications will be discussed for each project;
   1. All metadata captured and saved in situations where native files have been converted to images.
   2. Back-up: proper backup procedures and redundant data protection must be shown;
   3. Security: Facility, server, database and user security are all of great importance and the selected vendor will be required to demonstrate capability and auditing procedures;
   4. Provider must also be able to provide ASCII load file for review tools.
8. Data Collection:
9. Use of standard, industry forensic data collection tools;
10. Use of certified forensic data collection personnel; and
11. Use of established chain of custody protocols.
12. Electronic File Processing
13. Use of standard industry data processing tools to enable key word searching and review of documents electronically;
14. De-duplication and de-NISTING are required;
15. Production of documents: in single page TIFFs; OCR or extracted text, endorsements where appropriate; Excel or PowerPoint documents over 50 pages produced natively with a placeholder;
16. Parent/child relationships maintained;
17. 8 metadata fields;
18. JPGs produced in color; and
19. Summation or DII load files
20. Document Review
21. When asked to provide contract attorneys for document review at MnDOT using MnDOT’s existing review tools, the consultant will:
22. Provide suitable candidates to work on-site at MnDOT’s Central Office building, 395 John Ireland Boulevard in St. Paul, Minnesota;
23. Candidates will be expected to:

* Review and identify documents containing information subject to a legal privilege or entitled to a not public classification under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13);
* Identify and redact privileged and not public data from paper documents;
* Review and identify electronic documents that are contained in MnDOT’s Electronic Document Management System (EDMS) program or other electronic data storage systems that contain privileged or not public data.
* Complete all tasks with a high degree of accuracy.

1. Make placements within a short time from the request.
2. When requested by MnDOT, the consultant is responsible for the following when MnDOT attorneys and contract attorneys conduct the document review and MnDOT uses a document review tool hosted online by the consultant:
3. Access by up to 10 attorneys at a given time through standard web browsers, 24-hours per day, 7 days per week with allowances for normal database maintenance;
4. Single web-based review tool for all databases;
5. Training: In-person end-user training for MnDOT attorneys and contract attorneys with subsequent training online;
6. Technical support: All users will have live, direct access to tech support for accessibility, functionality and content management. Access to a project manager will be required during expanded business hours;
7. Printing: Users should have the ability to print either individually or in bulk to a printer at the consultant’s facility, at MnDOT, or at a local user printer;
8. Security: There must be configurable levels of security to allow partitioned access to all users
9. When asked to provide document review at its own facility, the consultant will, use a document review management tool and licensed attorneys to:
10. Review and identify documents containing information subject to a legal privilege or entitled to a not public classification under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13);
11. Code, identify, and redact privileged and not public data from paper documents;
12. Provide at least one User Account for on-line review of the documents by MnDOT;
13. Perform quality control of document review and redactions by contract attorneys in consultation with MnDOT’s Office of Chief Counsel;
14. Provide weekly progress reports of each separate document review project;
15. Complete all tasks with a high degree of accuracy; and
16. Complete review within date set by MnDOT.

# Work Type Submittal Requirements

* A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

| Key Personnel Requirements | Description |
| --- | --- |
| **Minimum Number of Staff** | * **Full Service:** Must have access to multiple qualified professionals. * **Limited Service:** One qualified professional. |
| **Professional Certification / Licensure** | * Juris Doctor degree from an American Bar Association (ABA) accredited law school; * Licensed and in good standing in Minnesota |

| Work Type Submittal Requirements | Description |
| --- | --- |
| **Resume and Relevant Project Experience Form - Form PQ1**  [Submit in Microsoft Word format] | Complete Parts 1, 1A, 2 and 3 of Form PQ1   * **Part 1:** Fill out general information, name(s) of personnel (as applicable), and identify which level (1 or 2) is being applied for. * **Part 1A:**  Not applicable to this work type. * **Part 2**: Examples are not applicable to this work type. Qualifying experience of firm in level of work must be documented in Part 3. |
| **Miscellaneous/Work Type Specific Required Information** | **Part 3:** Must demonstrate satisfactory experience for the level for which pre-qualification is sought. Experience requirements for Full Service and Limited Service Firms by level are listed below.  **Full Service Firms:**   * Provide an outline of the firm’s background and experience with examples of similar work completed. * Provide three references for work of a similar nature. Provide company name, contact person, contact person phone number, and a brief description of the project. * Provide satisfactory experience that the firm can provide MnDOT with professional candidates who are extremely well organized, can work independently, are good with numbers, and are able to handle a high volume of work. * Provide a detailed approach of the firm’s process for screening contract attorney candidates and how the firm works to ensure that the candidates placed match the job requirements and would be a suitable fit for the scope and magnitude of the project and can be placed in a timeframe that will enable MnDOT to meet expedited schedules.   Candidates must have excellent keyboarding skills, familiarity with databases, and ability to work quickly, accurately, and efficiently; and be able to clearly and concisely communicate and have a high degree of problem solving skills. Advanced software skills are required, as well as strong communication skills, and the ability to alphabetically and numerically file and perform data entry with a high degree of accuracy in a fast paced environment.  **Limited Service:**  For data input services, MnDOT will also consider individuals  who meet the qualifications. Such individuals will also need to  be able to work as described herein.   * Provide an outline of the key personnel’s background and   experience with examples of similar work completed. Outline should address the following:  Key Personnel submitted must be extremely well organized, can work independently, are good with numbers, and are able to handle a high volume of work.  Key Personnel should have excellent keyboarding skills, familiarity with databases, and ability to work quickly, accurately, and efficiently; and be able to clearly and concisely communicate and have a high degree of problem solving skills. Advanced software skills are required, as well as strong communication skills, and the ability to alphabetically and numerically file and perform data entry with a high degree of accuracy in a fast paced environment.  Key Personnel must be able perform within a short time from the state’s request, and be available to devote time to the work as required by the state.   * Experience must be demonstrated on a minimum of three projects per qualified professional in the last ten years. * Provide three references for work of a similar nature. Provide company name, contact person, contact person phone number, and a brief description of the project.   **Individuals should be aware that this will be contract work**  **only, as an independent contractor. It will not be considered**  **full-time, part-time, temporary, or intermittent employment**  **with the State, and is not intended to lead to employment**  **with the State. Payroll taxes will not be withheld, and the**  **individual will be responsible for all taxes.** |
| **Proof of Certification / Licensure** [Submit in PDF format] | Provide a current copy of the applicable Professional Certification/ Licensure. |

| Work Type Submittal Instructions | Description |
| --- | --- |
| **Instructions for Submittal**  [Each file should be saved in the format identified.] | Submit **5** flash drives that include the following individual files or folders in this order:   * Resume and Relevant Project Experience Form - Form PQ1 [Submit in Microsoft Word format] * Proof of Professional Certification/Licensure [Submit in PDF format] |