**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Workers’ Compensation Board*



**REQUEST FOR INFORMATION**

**RFI# 202006099**

**Workers’ Compensation Application Migration**

|  |  |
| --- | --- |
| **Response Submission** | **Submission Deadline:** August 10, 2020, no later than 11:59 p.m., local time  **Submit to:** Rene LeBlanc, System Section Manager  [Rene.LeBlanc@maine.gov](mailto:Rene.LeBlanc@maine.gov) |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Administrative and Financial Services**

**Workers’ Compensation Board**

**RFI# 202006099**

**Workers’ Compensation Application Migration**

The State of Maine, Department of Administrative and Financial Services, Office of Information Technology (OIT) group supporting the Workers’ Compensation Board, is preparing to issue an RFP for a vendor to migrate their existing information system from Progress OpenEdge version 11.6 (application and database) to Microsoft .NET technologies. The future project will be a migration only with no changes in functionality or appearance being desired.

The OIT group is looking for guidance from vendors, who may be interested in bidding on the RFP, as to what information should be included in the RFP to ensure a timely and informed bid.

A copy of the RFI, as well all other related documents to this RFI, can be obtained at the following website: http://www.maine.gov/dafs/bbm/procurementservices/vendors/rfis

Responses must be submitted to: [Rene.LeBlanc@maine.gov](mailto:Rene.LeBlanc@maine.gov) and be submitted by 11:59 pm, local time, on August 10, 2020.

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**RFI DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Office of Information Technology |
| **FOAA** | Maine Freedom of Access Act |
| **Respondent** | Any individual or organization submitting a response to this RFI. |
| **RFI** | Request for Information |
| **RFP** | Request for Proposal |
| **State** | State of Maine |
| **WCB** | Workers’ Compensation Board |

**State of Maine - Department of Administrative and Financial Services**

***Workers’ Compensation Board***

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# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The Department of Administrative and Financial Services, Office of Information Technology (“Department” ) group, supporting the Workers’ Compensation Board (WCB) is seeking information regarding “conversion of an application from one technology to another” from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

It is the intent of the Department to procure, via RFP, a solution to migrate an existing application from a Progress environment to a C# .NET and SQL Server environment. The replacement system should emulate the current system.

## B. Current Conditions

The current application tracks claims for the State of Maine Workers’ Compensation Board. It has an enforcement layer to track any administrative or civil violations of licensees. The application has 25 interface partners.

The current application has five primary functions: a) application processing; b) data management for licensee information including administrative enforcement; c) reporting; d) interfaces to share data; and e) batch processing. This application is utilized by the WCB users only (approximately 131 users). The system provides interface files to agencies within the State of Maine as deemed appropriate.

**C. Challenge Statement**

The WCB is looking to migrate the current Progress based application to Microsoft technologies. The RFI is intended to explore an overarching question: What information will vendors need in order to respond to an RFP?

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## D. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, issued by the Department.
6. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.): [State of Maine Freedom of Access Act](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html)
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

# **PART II INFORMATION SOUGHT**

The Department seeks information regarding migrating an existing application from a Progress environment to a C# .NET and SQL Server environment and welcomes responses to this RFI, including creative suggestions and feedback to enhance and expedite all future processes while providing efficient, reliable and high-quality outcomes. Respondents are not required to submit responses pertaining to every question, but the Department encourages interested parties to respond to any or all relevant aspects of the RFI.

The new application must adhere to the State of Maine Office of Information Technology’s Deployment Certification Policies, including its Security, Accessibility, and Remote Hosting policies as listed below:

* <https://www.maine.gov/oit/policies/index.shtml>
* <https://www.maine.gov/oit/policies/Application-Deployment-Certification.pdf>,
* <https://www.maine.gov/oit/policies/SecurityPolicy.pdf>
* <https://www.maine.gov/oit/policies/DigitalAccessibilityPolicy.pdf>
* <https://www.maine.gov/oit/policies/RemoteHostingPolicy.pdf>

The replacement system must reside on State of Maine internal servers. C# .NET must meet State minimum version requirements. SQL Server must meet State minimum version requirements. The application and database need to be hosted and supported by the State of Maine Office of Information Technology. Future support will be performed by State of Maine OIT staff.

The project will be expected to perform the following tasks efficiently:

1. Migrate existing user screens and underlying functions to new platform;
2. Migrate database and data from Progress to SQL Server;
3. Application and batch processing code conversion from Progress to C# .NET;
4. Ensure current reporting software (CorVu) interacts with new application seamlessly; and
5. Ensure current interface formats remain unchanged (.txt).

The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and/or familiarity with the subject matter. **As this is not a competitive RFP process,** **Respondents must not provide any specific cost or customized pricing documentation in their response.**

1. **General Information**

Provide a brief overview of yourself and your organization, if applicable.

* 1. Please identify yourself and any organization you represent in this RFI.
     1. Name of respondent
     2. Organization and affiliation
     3. Address (organizational, if responding on behalf of an entity)
     4. Contact information (phone number(s) and email address)
  2. Please identify your experiences in migrating an application and database from Progress to C# .NET and SQL Servers.

1. **Feedback Requested**

The following questions relate to the level of details to be provided in an RFP.

1. What level of functional detail would you expect when no functionality changes are requested?
2. What metrics should be included concerning the application and database?
3. What level of information should be included regarding the user screens?
4. What level of database information should be included?
5. What level of detail regarding batch processing should be included?
6. Are there other deliverables that would be helpful to facilitate a response to an RFP?
7. What is an estimated time frame per unit of work expected to complete a project of this type?
8. What budget considerations should be contemplated for this project?

# **PART III KEY RFI EVENTS AND PROCESSES**

## Submitting the Response

1. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

1. **Response Format**

Responses to this RFI may be developed in a manner that suits the respondent. A list of key questions is included within the RFI and all submissions, regardless of format will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI. Number each response to correspond to the relevant question or instruction of the RFI to allow comparison and clarity.

# **PART IV REVIEW OF RESPONSES RECEIVED**

# **General Information**

1. The Department will review responses received for the purpose of gathering information and market research only. The Department will not score or rate responses received.
2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

**APPENDIX A**

**STATE OF MAINE**

**Department of Administrative and Financial Services**

**Workers’ Compensation Board**

## RESPONSE COVER PAGE

**RFI# 202006099**

**Workers’ Compensation Application Migration**

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| --- | --- | --- | --- | --- | --- |
| **Lead Point of Contact - Name/Title:** | | |  | | |
| **Organization Name (if applicable):** | | |  | | |
| **Tel:** |  | | **Fax:** |  | |
| **E-Mail:** |  | | **Website:** | |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |