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| Date: | August 16, 2018 |
| Subject: | Edits the levels in Section I-8 Requirements; Clarifies Example Project Case as a Requirement; Updates Enhanced Minimum Wage Requirements |
| Solicitation Number: | 3517R12 – Business Analysis Services |
| Due Date/Time: | September 19, 2018 @ 08:00AM |
| Addendum Number: | 4 |

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals), including but not limited to questions and answers, which are considered a material part of the solicitation.

Please see the following update:

Addendum 4 does the following:

1. **Revises the Technical Submittal by Combining the role-based levels A. through F. in I-8 Requirements to create a holistic Requirement A. Full Range of Business Analysis Roles.**

From:

Requirements. Offerors shall propose personnel with the full range of business analysis capabilities and experience working on IT projects that use iterative and agile project management methodologies. IED DC desires business analysts at the roles/levels listed below. For the specifics on IED DC’s expectations of the roles see the **APPENDIX A BUSINESS ANALYSIS COMPETENCIES**. The roles are as follows:

- A. BA Services Manager;**
- B. Senior Business Analyst;**
- C. Intermediate Business Analyst;**
- D. Junior Business Analyst;**
- E. Technical Business Analyst; and**
- F. Training Business Analyst.**

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To:

- A. Full Range of Business Analysis Roles.** Offerors shall propose personnel with the full range of business analysis capabilities and experience working on IT projects that use iterative and agile project management methodologies. IED DC desires business analysts at the roles/levels listed below. For the specifics on IED DC's expectations of the roles see the **APPENDIX A BUSINESS ANALYSIS COMPETENCIES**. The roles are as follows:
1. **BA Services Manager;**
 2. **Senior Business Analyst;**
 3. **Intermediate Business Analyst;**
 4. **Junior Business Analyst;**
 5. **Technical Business Analyst;** and
 6. **Training Business Analyst**
2. **Revises the Technical Submittal by clarifying the Offeror response to the Example Project Case as a Requirement.**
- D. Offerors shall respond to the Example Project Case.** Offerors are required to submit a response to the Example Project Case Scenario included in the **APPENDIX D – EXAMPLE PROJECT CASE** by preparing a sample Scope of Work for inclusion in the technical proposal. Include in the Scope of Work deliverables and staffing as indicated in **APPENDIX C - WORK ORDER REQUIREMENTS**.
- Offerors must refrain from providing any costs in this sample Scope of Work. The Example Project Case provides Offerors an opportunity to demonstrate their preferred approach to a type of business analysis project.
3. **Revises the IT Contract Terms and Conditions with updated Enhanced Minimum Wage Provisions**

Enhanced Minimum Wage Provisions (July 2018)

1. **Enhanced Minimum Wage.** Contractor/Lessor agrees to pay no less than \$12.00 per hour to its employees for all hours worked directly performing the services called for in this Contract/Lease, and for an employee's hours performing ancillary services necessary for the performance of the

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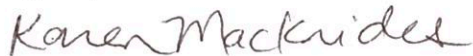
contracted services or lease when such employee spends at least twenty per cent (20%) of their time performing ancillary services in a given work week.

2. **Adjustment.** Beginning July 1, 2019, and annually thereafter, the minimum wage rate shall be increased by \$0.50 until July 1, 2024, when the minimum wage reaches \$15.00. Thereafter, the minimum wage rate would be increased by an annual cost-of-living adjustment using the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for Pennsylvania, New Jersey, Delaware, and Maryland. The applicable adjusted amount shall be published in the Pennsylvania Bulletin by March 1 of each year to be effective the following July 1.
3. **Exceptions.** These Enhanced Minimum Wage Provisions shall not apply to employees:
 - a. exempt from the minimum wage under the Minimum Wage Act of 1968;
 - b. covered by a collective bargaining agreement;
 - c. required to be paid a higher wage under another state or federal law governing the services, including the Prevailing Wage Act and Davis-Bacon Act; or
 - d. required to be paid a higher wage under any state or local policy or ordinance.
4. **Notice.** Contractor/Lessor shall post these Enhanced Minimum Wage Provisions for the entire period of the contract conspicuously in easily-accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed.
5. **Records.** Contractor/Lessor must maintain and, upon request and within the time periods requested by the Commonwealth, furnish all employment and wage records necessary to document compliance with these Enhanced Minimum Wage Provisions.
6. **Sanctions.** Failure to comply with these Enhanced Minimum Wage Provisions may result in the imposition of sanctions, which may include, but shall not be limited to, termination of the contract or lease, nonpayment, debarment or referral to the Office of General Counsel for appropriate civil or criminal referral.
7. **Subcontractors.** Contractor/Lessor shall include the provisions of these Enhanced Minimum Wage Provisions in every subcontract so that these provisions will be binding upon each subcontractor.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous Addendum(s), remain as originally written.

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Regards,



Karen Mackrides, Issuing Officer
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