

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By:

Office of MN.IT Services

Project Title: Enterprise Data Center Consolidation

Categories: Program/Project Management; Server Support & Development; and Analyst

NOTE: Vendor must be approved in all 3 categories and be able to provide the full team of resources in order to respond. Vendors who are unable to provide all 3 team members will not be considered.

Business Need

The State of Minnesota is looking to hire one Contractor to provide a staff member in each category specified above. Each staff member should be experienced in IT Consolidation efforts related to mergers and acquisitions to help with workload migration into the State's Managed Hosting and Enterprise Data Center Environments. A large part of this is consolidating many functions into a "shared services" model as a well-accepted best practice. This consolidates non-differentiated services into a highly efficient enterprise-wide core, leaving departments to focus on services that directly add value to the department's business aspirations.

Work is underway to migrate an initial small group of agencies into this shared services model. As this work progresses, another set of agencies will be included in the migration effort.

In order to ensure a smooth transformation in a timely manner, MN.IT is looking to engage a team with extensive merger and consolidation experience. This team will be led by a vendor-provided Program Manager with enterprise transformation and data center consolidation experience.

Project Deliverables

Vendor will provide a team to plan, lead, and execute the consolidation of departmental data centers into a shared services, managed hosting model. This may include migrating servers into a state-managed private and public cloud, or migrating physical hardware and other possible equipment such as Teradata, Exadata, and converged infrastructure components into state-managed colocation centers.

The vendor will:

1. Provide Program leadership to facilitate and negotiate transformational schedules and priorities, and manage successful outcomes.
2. Manage and facilitate alignment between MN.IT shared service owners and department leadership.
3. Catalog each department's servers, including the mapping of dependencies, and network discovery.
4. Make recommendations for the appropriate hosting model for each service.
5. Develop a plan for, update the management tools, and execute the actual migration of each service from the existing to new hosting model to include discovery, data migration, configuration and testing, and provide the state with the updated processes and documentation upon completion of the engagement.
6. Provide program/project management, business analysis, and server resources as needed to complete the project.

In addition the vendor-provided leadership team will be responsible to:

1. Be a visible, on-site participant throughout the project.
2. Lead a team made up of state employee, vendor, and other third-party resources.
3. Provide a structured methodology for planning and executing transformation.
4. Provide an experienced team and proven tools to perform migration planning and execution.
5. Actively engage state technical, project management, and leadership resources as part of a team led by the vendor's transformational executive.
6. Participate, exercise, and improve the state's change management processes.
7. Ensure every effort is made to reduce business disruption, and make optimal use of MN.IT engineering resources.

Project Schedule:

Complete of first set of migrations by December 31, 2015. Complete of second set of migrations by December 31, 2016.

Project Environment

The Program/Project Manager and the other vendor staff will need to interface with a variety of individuals both on the project team and individuals outside the project team that may have a vested interest and can offer information pertaining to the project including:

- Other Project Managers
- Agency CIO's
- Enterprise Service Leaders
- System Architects
- Technical Staff
- Other MN.IT employees
- External vendors

Project Requirements

- All work will be done at offices in St. Paul, MN unless otherwise arranged
- Work must comply with the Statewide Enterprise Architecture
- Work must comply with the State's Enterprise Security Policy and Standards
- Work must comply with Statewide Project Management Methodology
- Work must comply with applicable industry/agency standards
- Resources must be able to work independently, with little or no supervision

- Resources must be able to drive to resolution in situations with high ambiguity and confusion
- Program/Project Manager will report directly to the Assistant Commissioner of IT Operations Services, but will work closely with Enterprise Service Leaders, CIO's, and other MN.IT Staff
- The vendor must develop a plan for physical equipment that has specific traits that prevent migrating that equipment
- The vendor must provide at least one Business Analyst resource who will fill the required duties of this project
- The vendor must provide at least one Server Support and Development resource that will fill the required duties of this project.

Responsibilities of the Selected Consultants

Responsibilities include, but are not limited to:

- Lead consolidation efforts.
- A written work plan with timeframes
- Provide guidance and direction to IT Infrastructure technology vendors and appropriate Staff
- Provide updates and regular status reports as required for MN.IT leadership
- Foster a culture that supports and drives staff engagement and collaboration in support of State objectives
- Mentoring and knowledge transfer to MN.IT staff.
- Adherence to Change Control practices of MN.IT

Required Skills (to be scored as pass/fail)

The vendor will provide an on-site Program/Project manager with the following required (pass/fail) skills:

1. 5 years of management/consulting leadership, managing transformational initiatives at the enterprise level.
2. 5 years of experience in the consolidation and re-hosting of enterprise data center IT Infrastructure.

The vendor will provide a Server Support and Development resource with the following required (pass/fail) skills:

1. Documented project completion of one migration/consolidation engagement with virtual and physical Windows and Linux servers, appliances, storage devices, and network devices.
2. Documented project completion of one IT Infrastructure Consolidation migration project.

The vendor will provide a Business Analysis resource with the following required (pass/fail) skills:

1. Documentation of completion of one engagement documenting one business analysis of service dependencies using Automated Discovery.
2. Documentation of one engagement using business analysis including automated Discovery and migration.

Desired Skills

Program/Project Manager

Subject to the Request for Offers evaluation process, points will be scored based on the following criteria as well:

- Computer Science or Information Technology degree
- Data Center Consolidation project completion
- Completion of Mergers and Acquisitions project
- Completion of IT Consolidation project
- References proving the ability to work independently with minimal direction

Server Support and Development

- Computer Science or Information Technology degree
- Managed Hosting project completion
- Working knowledge of management, provisioning, security and monitoring tools
- Virtualization project completion
- References proving the ability to work independently with minimal direction

Business Analyst

- Computer Science or Information Technology degree
- Managed Hosting project completion
- Completion of Mergers and Acquisitions project
- Completion of IT Consolidation project
- References proving the ability to work independently with minimal direction

Process Schedule

Deadline for Questions	August 17, 2015, 2:00 pm CT
Anticipated Posted Response to Questions	August 18, 2015
Proposals/Resumes due	September 9, 2015, 2:00 pm CT
Anticipated proposal/resume evaluation begins	September 10 2015
Anticipated proposal/resume evaluation & decision	September 30, 2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Dave Olson
 Organization: Office of MN.IT Services
 Email Address: dave.olson@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder’s proposal may be removed from further consideration. The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

- Desired Skills and additional Experience– 60%
- Work Plan – 10%
- Cost – 30%

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

- Master Contractor Name
- Master Contractor Address
- Contact Name for Master Contractor
- Contact Name’s direct phone/cell phone (if applicable)
- Contact Name’s email address
- Consultant’s Name being submitted

2. High Level Work Plan

Include the following:

- Description of the methodology used
- Milestones and high level tasks, including approximate duration if work

3. Overall Experience

1. Resume identifying the Required Skills – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal. Please complete the matrix below.
2. Resume identifying any Desired Skills.
3. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
4. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX Program/Project manager	
Resource Name:	
REQUIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skills
5 years of management/consulting leadership, managing transformational initiatives at the enterprise level.	
5 years of experience in the consolidation and re-hosting of enterprise IT Infrastructure.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skills
Computer Science or Information Technology degree	
Data Center Consolidation project completion	

RESPONSE MATRIX Program/Project manager	
Completion of Mergers and Acquisitions project	
Completion of IT Consolidation project	
References proving the ability to work independently with minimal direction	

RESPONSE MATRIX Server Support and Development	
Resource Name:	
REQUIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skills
Documented project completion of one migration/consolidation engagement with virtual and physical Windows and Linux servers, appliances, storage devices, and network devices.	
Documented project completion of one IT Infrastructure Consolidation/migration project.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skills
Computer Science or Information Technology degree	
Managed Hosting project completion	
Working knowledge of management, provisioning, security, and monitoring tools	
Virtualization project completion	
References proving the ability to work independently with minimal direction	

RESPONSE MATRIX Analyst	
Resource Name:	
REQUIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skills
Documentation of completion of one engagement documenting one business	

RESPONSE MATRIX Analyst	
analysis of service dependencies using Automated Discovery.	
Documentation of one engagement using business analysis including automated Discovery and migration.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skills
Computer Science or Information Technology degree	
Managed Hosting project completion	
Completion of Mergers and Acquisitions project	
Completion of IT Consolidation project	
References proving the ability to work independently with minimal direction	

4. Cost Proposal

Include a separate document labeled “Cost Proposal” which includes the name of each resource being submitted, the category they are being submitted for and their corresponding proposed hourly rate.

5. Conflict of interest statement as it relates to this project

6. Additional Statement and forms

required forms to be returned or additional provisions that must be included in proposal

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
5. Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
6. Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

Vendors may only submit one response to the RFO with one resume per resource category

- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Dave Olson and Lynette Podritz at dave.olson@state.mn.us and lynette.podritz@state.mn.us
 - Email subject line must read: Managed Hosting and Data Center Project
 - Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability/Indemnification

In the performance of this Contract by Contractor, or Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless the State, its agents, and its employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by the Contractor's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or Breach of contract or warranty.

The indemnifications obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this Contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or

damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict. The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six

percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation**. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.