

Tuesday, January 8, 2013
STATE OF MINNESOTA
Minnesota State Colleges and Universities System Office
Questions and Responses “Enterprise Data Center and Network Services Staff
Augmentation” SOW

No	Questions (Responses are in RED)
1.	<p>The SOW states an approximate project duration of 3-12 months. When discussing the SOW with potential resources, project duration can be a major deciding factor for consultants.</p> <p>Does MnSCU expect this project to go past the initial 3 months?</p> <p>At this point there is a small possibility that the engagement could go past the initial three months.</p>
2.	<p>How long does MnSCU anticipate needing the selected resource to execute the deliverables outlined in this SOW?</p> <p>If the engagement is extended it could be extended an additional three to six months.</p>
3.	<p>What is MnSCU’s anticipated start date for this project?</p> <p>January 28, 2013 is the preferred start date dependent upon availability of the vendor resource.</p>
4.	<p>Please confirm MnSCU will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.</p> <p>MnSCU will provide the selected resource with work space and all necessary hardware/software and laptop/desktop computers necessary to perform the responsibilities outlined in the SOW.</p>
5.	<p>What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?</p> <p>7:30 a.m. to 4 p.m. or 8 a.m. to 4:30 p.m.</p>
6.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnSCU approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?</p> <p>The selected vendor will be paid on an hourly basis for services provided.</p>
7.	<p>Please confirm that a MnSCU Project Manager will be responsible for directing the selected vendor’s resource(s) work tasks/assignments?</p> <p>The person in this position will be working under the direct supervision of the System Director of Enterprise Services as well as a project manager.</p>
8.	<p>Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?</p> <p>Yes.</p> <p>If yes, who is the incumbent vendor?</p> <p>A contractor was used for a previous phase of the project, but the qualifications and duties for this phase are not the same.</p>
9.	<p>Does MnSCU have a pre-determined/allocated budget (either hourly billing rate or total</p>

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	<p>project cost) for these positions? The budget will be established once a vendor has been selected and an hourly billing rate is set.</p> <p>If yes, can you please share the budgeted amount?</p>
10.	<p>What is MnSCU’s expectation of vendors to satisfy the “Cost” portion of their proposal? Are vendors simply expected to provide “Hourly Billing Rates” along with the proposed resumes included in the vendor’s proposal?</p> <p>Vendors are expected to provide hourly billing rates along with the proposed resumes included in the vendor proposal.</p>
11.	<p>Will selected vendor resource(s) be required to perform off-hours, on-call support work?</p> <p>The selected resource may be required to perform off-hours in the event of a system outage/failure/maintenance.</p>
12.	<p>How much travel does MnSCU expect for the selected vendor’s resource to perform the duties outlined in this SOW?</p> <p>No travel is anticipated.</p>
13.	<p>How far does MnSCU anticipate selected vendor resources will be expected to travel to perform the duties outlined in this SOW?</p> <p>There is no anticipated travel.</p>
14.	<p>Will expenses accrued by the selected resource during the required travel be reimbursed to MnSCU or the resource’s vendor?</p> <p>In the unanticipated event that approved travel does occur, expenses will be reimbursed by MnSCU based upon the amounts established in the Commissioner’s Plan which can be found at http://www.finance.mnscu.edu/Commissioners%20Plan.pdf</p>
15.	<p>Will the “drive time” that is required during regular business hours to meet the expected travel expectations be billable?</p> <p>No “drive time” is anticipated, but if required, it would be covered under regular billable hours.</p>
16.	<p>Please provide the addresses of the various outstate locations to which selected vendor resource may be required to travel.</p> <p>The outstate locations can be found at http://www.mnscu.edu/colleges/campuses.html; however, network equipment is shipped to these sites and work is performed remotely.</p>