

Q & A
STATE OF MINNESOTA
Minnesota State College and Universities Systems Office
“IT Infrastructure Management – System and Server Management Staff Augmentation” SOW
#3186

1. This specific SOW states the following –

“The engagement requires working on-shore as a member of the IT Infrastructure staff.”

Does MnSCU require all work be performed on-site, or will the selected resource have some remote options?

Response 1. Resource expected to work on site mostly. However remote options could be considered on case by case basis.

2. Please confirm that MnSCU only anticipates needing the selected resources for 12 weeks, with the potential for an extension?

Response 2. The initial engagement is for 12 weeks. There is a very good likelihood of the extension. Please see also answer 13.

3. If MnSCU is looking to secure these resources on a “Staff Augmentation” basis, please confirm that it will be acceptable for vendors to provide hourly billing rates along with resumes in order to satisfy the “Cost” requirement?

Response 3. Yes.

4. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?

If yes, who is the incumbent vendor and will they be permitted to respond to this SOW?

Response 4. There is no incumbent vendor currently that performs duties similar to the work outlined in this SOW.

5. 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?

Response 5. Selected vendor will be paid on an hourly basis for services provided under this contract.

6. What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

Response 6. Yes, with some flexibility.

7. Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?

If no, please provide anticipated utilization?

Response 7. Yes

8. Will selected vendor resource(s) be required to perform off-hours, on-call support work?

Response 8. Performing such duties is desirable occasionally, but not mandatory.

9. Please confirm that vendor assigned resource(s) will be working at the direction and under the supervision of a MnSCU Project Manager.

Response 9. Contractor will work under MnSCU supervision.

10. Please confirm that MnSCU will provide selected contractor resource(s) with the laptop/desktop computer, hardware, software, and peripherals needed to perform the duties outlined in this SOW.

Response 10. MnSCU will provide all necessary hardware/software along with logistical support needed to perform the duties.

11. How many contractor resources does MnSCU anticipate selecting and needing to perform the duties outlined in this SOW?

Response 11. MnSCU is looking for one candidate, and that candidate must meet or exceed the requirements of the SOW for evaluation. MnSCU encourages providing multiple candidates.

12. Does MnSCU anticipate awarding multiple contracts to obtain the resources needed to perform the duties outlined in this SOW? Or does MnSCU intend to award a single contract to one vendor to provide the multiple resources needed to perform the duties outlined in this SOW?

Response 12. MnSCU reserves the right to award none, one or more contracts, which is in the best interest of MnSCU.

13. What circumstances would result in an extension of the contract?

Response 13. Funding and/or hiring of full time FTEs through posting process and assessing UNIX team resource capacity against the workload. It is anticipated that need for staff augmentation will remain high. So contract extension is very likely for vendor (resource) with satisfactory performance.

14. Can we submit multiple candidates on this requirement. Please confirm?

Response 16. Multiple candidates can be provided, but each candidate must meet or exceed the requirements of the SOW for evaluation. MnSCU encourages providing multiple candidates.

15. Is there face to face or telephonic interview. Please confirm?

Response 15. There will be some type of interview process for the finalist/finalists that may include but is not limited to phone, web-ex or in person.