



Procurement Services
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ADDENDUM NO: 2

IFB/RFP No: NKU-13-20

Commodity: IT Resources

Date: 3/4/2020

Due Date: 3/17/2020 @ 2PM

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

1. Questions and answers.

1. How many vendors have been invited to participate in the RFP? Of these, how many are currently vendors of the university? **RFP was open to any vendor, and none are currently at the university**
2. How many vendors do you anticipate partnering with in this program moving forward? **Depends on coverage of positions. It could be one, but likely at least 2 due to the wide range of IT positions**
3. What is the anticipated spend or budget allocation for the scope of work in this RFP? **There is no budget allocation**
4. Is there a maximum dollar contract amount or limit (individual and/or aggregate) that can be awarded through this contract? **Contracts will be awarded on an as needed basis.**
5. Have any other vendors contributed to the creation of this RFP? **No**
6. Will most IT / Technical positions be full time (roughly 40 hours per week)? **Yes**
7. What is the anticipated program start date? **May 1 '20**
8. Will the university pay time and a half for overtime? If not, can the vendor apply a 40 hour restriction on hours worked? **No OT, 40 hour a week restriction**
9. What is the typical contract duration for Technical personnel? **Duration will be need based, and we have no typical duration at this point.**
10. Will the University require the option to hire the temporary personnel as their full time employees? **No**
11. In section 4.2, the University requires evidence of the agent's authority to enter into the agreement. What document or other evidence would be sufficient? **A notarized signature on the disclosure is sufficient.**
12. Has the University previously engaged in a vendor relationship for IT Temporary Services? If so, was that done through a similar RFP process? **Yes and yes**
13. Will all consultants be on-site at the university or is there opportunity for candidates to work remotely? **On-site only**
14. Will there be opportunity in the 3 year contract to adjust pricing based on data related to economic factors and cost of living increases? **No**
15. In the Project Scope Section 4.4 under Potential Project Requirements, one project relates to creation of an RFP for Admin Systems Replacement. Can the selected agency submit a proposal to perform the work in that project? **Yes**
16. There are several mentions of required research in the Firm Background Section and following Requirements Section on page 14 but research does not come up in the Project Scope Section. Can you elaborate on what research would be relevant to this RFP? **Please ignore.**
17. Who will be implementing the IT restructuring? The contractor's employees or the University's employees? **No longer applicable**

18. Are the deliverables for this project the experts to implement the change or research for employees to do it themselves? **No longer applicable**
19. For the Financial Proposal, it requires that at the minimum, it should include an Itemized Annual Cost and One-Time Costs (page 15). In the Project Scope section it asks for Per Hour Ranges and Per Hour or Percentage Discounts (page 11). Will per hour ranges be acceptable for the Financial Section since the scope of the projects have yet to be determined? **Yes**
20. In the Proposal Evaluation Criteria, one of the criteria for selection is listed as Order Placement and Timely Completion. Can you elaborate on how this will be evaluated through this proposal? **No longer applicable**
21. In the Evaluation Criteria Process Section 5.0, it states that the award is based on available funding. Has any part of this RFP been funded and what do you expect the total allocated funding to be? **We are unable to say at the moment. All work will be on an as needed basis.**
22. Can the winning agency use subcontractors to augment their workforce if necessary? **Yes, as long as the subcontractors follow your guidelines and are billed through your organization.**
23. In the Insurance Section 6.19, it lists out additional insurance requirements if the vendor will be accessing NKU Student, Employee or other Personal Records. Do you expect that this project will require the vendor to have access to those? **Depends on the work assigned, but yes it is possible.**
24. Is NKU looking for academic research we have completed? Or will articles and webinars that we have presented suffice? **Articles / webinars will suffice.**
25. Can we know what major initiatives are being planned to focus on the 'right' type of candidates outside of SAP ERP road mapping and the Administrative Systems Replacement – referencing page 13? **The major initiatives are fluid, but will likely be standard IT project resources and not SAP specific.**
26. Are roles expected to be traditional 40 hours/week (staffing vs professional services)? **Yes the standard 40 week.**
27. How many companies received the proposal? **Unable to answer. We publish the bid on the NKU Planroom. Other Planrooms may publish the bid and we have no way of keeping track of that.**
28. How many companies will be chosen? **It depends on response amount and quality of proposals.**
29. Do you have to bid on the whole proposal? Can you respond to just part of the proposal? **You can send in a partial response.**
30. What is the selection criteria? For example is Project Management experience more heavily weighted than mobile experience, etc.? **Criteria is listed in the RFP**
31. Will companies incorporated in Kentucky only be awarded? Does a company incorporated in Ohio that does work in Ky have an equal chance? **All proposers stand an equal chance.**

2. Please see the attached revised Specs.

Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that offerors use the same numbers for the following content that are used in the RFP.

- Table of Contents
- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form
- Executive Summary and Proposal Overview

- Proposal
- Addenda Acknowledgement (if applicable)

4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form

The Offeror will sign and return the proposal cover sheet and print or type their name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of their authority unless such evidence has been previously furnished to the purchasing agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer is authorized to bind the principal offeror.

Non-Collusion and Non-Conflict of Interest form is attached to this RFP.

4.3 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

4.4 Project Scope

Northern Kentucky University is seeking sealed proposals for Information Technology temporary resources to augment our day-to-day and project-based efforts across several major initiatives. In the next six to twelve months, NKU IT anticipates several key University high priority projects, and SAP ERP road mapping will require the need to supplement our staff. The skill sets required could include, but are not limited to, cybersecurity, risk management, data & analytics, cloud computing, SAP ABAP application development, web development, mobile development, integration, network technicians, Dell server technicians, business analysis, project management, and identity & access management.

Pricing should include per hour ranges per experience categories, and per hour or percentage discounts available for extended contracts.

Respondents are requested to submit proposals that address each of the University's requirements as stated in this solicitation, in the order presented, and to include sufficient information to allow the University to evaluate the solution proposed and determine its appropriateness. If your organization does not staff a specific position listed, please respond with "Not applicable".

Staff Augmentation Position Requirements:

- Project Manager
 - Experience: 3+ years
 - Description:
 - Works with project team members and leadership of relevant areas to develop effective project plans (resource requirements, rollout, communication, implementation, etc) 50%
 - Directs, monitors, and reports project activity (e.g. tasks, milestones, deadlines, resource allocations, budget) 20%

- Coordinates and communicates between resources, departments, and stakeholders on project progress 20%
 - Identifies project risks and develops contingency plans 10%
- ABAP Developer
 - Experience: 5 – 10 years utilizing ABAP/4
 - Description:
 - Development experience in ECC 7.0 utilizing the new SAP NetWeaver ABAP technologies such as BSP, Webdynpro, Workflow.
 - Experience in developing user exits, BADI's, Enhancement Points, and using Switch Framework
 - Nice to have: development experience in HANA Enterprise Suite or S/4HANA utilizing technologies such as UI5, Fiori, and OData Services
- AEM Developer
 - Experience: 2 – 3 years
 - Description:
 - Leading and implementing programs with Adobe AEM 6.0 (and higher) components and template development, AEM Workflows, J2EE, Servlet, JSP
 - Experienced leading AEM administration activities like Packaging and Deployments utilizing tools such as Jenkins.
- Applications Developer
 - Experience: 2 – 3 years
 - Description:
 - Responsible for analysis, design and coding for business applications. Takes business requirements and constructs data and process models as well as technical specifications
 - Experienced web developer using .Net
 - Experienced iOS developer using Apple's latest mobile development platform.
 - Experienced Android developer using Google's latest mobile development platform.
- Business Analyst
 - Experience: 3+ years
 - Description:
 - Experienced with gathering business and technical requirements, documenting "as is" and "to be" business processes, creating test plans and test cases.
 - Experienced full lifecq
- Data Scientist
 - Experience: 5+ years
 - Description:
 - Experience using statistical computer languages (R, Python, SLQ, etc.) to manipulate data and draw insights from large data sets.
 - Knowledge of advanced statistical techniques and concepts (regression, properties of distributions, statistical tests and proper usage, etc.) and experience with applications.
 - Experience using web services: Redshift, S3, Spark, DigitalOcean, etc.
 - Experience visualizing/presenting data for stakeholders using: Periscope, Business Objects, D3, ggplot, etc.
- Data Architect
 - Experience: 5+ years
 - Description:

- Must have experience designing and maintaining data warehouses, data lakes, data models, metadata, ETL processes. Required skills include SAP ABAP & SQL.
- BASIS Administrator
 - Experience: 5 – 7 years
 - Description:
 - Experience with SAP BASIS administration, upgrades, patching.
- Database Administrator
 - Experience: 5 – 7 years
 - Description:
 - Experience with SQL, Linux and windows database administration.
- Information Security Analyst
 - Description:
 - Experience with vulnerability scanning products
 - Experience with signature-based, and/or Anomaly-based Network Intrusion Detection/Prevention Systems
 - Experience with SIEM products (Cisco ISE/SIEM, Splunk SIEM, Alienvault USM, LogRhythm, or AlertLogic)
 - Experience with IAM Governance products (ADFS, SAP Security Role management, Sailpoint, Okta)
 - Experience with end-point security tools and controls (SCCM, security patching, HIDS/HIPS, AV)
 - Process user access requests
 - Participate as a contributing member of security project teams or incident response teams
 - Monitor logs and alerts for issues and respond / remediate as dictated by the situation
 - Provide reporting services for security monitoring
 - Provide / update documentation that support work processes
 - Be familiar with FERPA, PCI, HIPAA, ADA, NIST SP800-171, NIST SP800-53r4, CIS/CSC Top 20 Controls, OWASP Top 10
- Security Architect
 - Description:
 - Success in balancing customer requirements with technical expertise to identify and implement right-sized security controls
 - Experience in performing business requirements gathering, risk rate, document and formally present security and access management solutions
 - Evaluate and ensure cyber security tooling aligns to business goals is placed correctly and functioning as expected. Make improvement recommendations where necessary
 - Experience in designing defense in depth architectures, from the perimeter to the application
 - Provide information and cyber security thought leadership to identify and rate risks, and improve institutional security posture
 - Assist leadership in developing technical and strategic roadmaps for EDR, IAM, and Risk Management
 - Strong Cisco Nexus 7000, 65XX routing and switching understanding
 - Strong Windows 2012 Server and Red Hat Linux understanding
 - Be familiar with FERPA, PCI, HIPAA, ADA, NIST SP800-171, NIST SP800-53r4, CIS/CSC Top 20 Controls, OWASP Top 10

- Network Engineer
 - Experience – 3-5 Years
 - Skills: Proven experience in configuration and troubleshooting of layer 2 and layer 3 networks and Cisco devices including VoIP phones, wireless controllers and APs, firewalls, switches and routers.

- Server Administrator
 - Experience – 3-5 Years
 - Skills: Proven experience in configuration and troubleshooting of servers and services including Windows, Linux (Red Hat), SQL, DNS, DHCP, VMWare, and EMC Isilon storage.

- Audio/Video Services
 - Experience: 3+ years
 - Description:
 - Works with project team members to assist in installation of new classroom audio/video technology equipment (including but not limited to projectors and screens, displays, speakers, microphones and cameras)
 - Pulling and terminating low-voltage cable through walls and ceilings. Soldering skills and knowledge of a multi-meter preferred.
 - Basic low voltage electrical knowledge required.
 - Working in overhead spaces, using ladders, lifts, or scaffolding.
 - Lifting up to 75 pounds.
 - Testing and troubleshooting a finished product.
 - Crestron installation experience preferred.
 - Optional Certifications: Certified Technology Specialist (CTS), Certified Technology Specialist-Design (CTS-D) and Certified Technology Specialist-Installation (CTS-I)

Potential Project Requirements:

- Project: SAP Roadmapping for Finance and Human resources to S/4HANA and SuccessFactors.
 - The scope of this project would be to work with NKU resources to develop estimated implementation strategies, timelines, and budget for implementing S/4HANA and the appropriate SuccessFactors modules.
 - Higher Education experience with the above SAP modules is highly desired.

- Project: Develop an RFP for possible Administrative systems replacement.
 - The scope of this project would be to work with NKU resources to create a comprehensive RFP proposal for the replacement of the following NKU administrative systems:
 - Finance
 - Human Resources
 - Student Information System
 - Student Financial Aid
 - The required resources are project management and business analysts with experience creating ERP / Administrative systems RFP's.
 - Higher Education experience is desired but not required.

- Client Placements – by position

Bidders must indicate the total number of IT Resources who were in place at any client site providing IT Staff Augmentation services during the twelve-month period preceding the release date of this RFP. This should include resources who were already working at the beginning of the twelve-month period and resources that were placed during the twelve-month period. The minimum duration to count as a placement herein is 100 billable hours.

Please enter the number of resources in place for each position below:

Position	# of resources in place
Project Manager	
ABAP Developer	
AEM Developer	
Applications Developer	
Business Analyst	
Data Scientist	
Data Architect	
Basis Administrator	
Database Administrator	
Information Security Analyst	
Security Architect	

Submission of Proposals

- The intent of this RFQ is multifaceted. First, it is to encourage responses from Vendors who have resources in one or more of the positions listed. Second, it provides NKU IT with one or more approved vendors we can work with in a timely manner when specific resource needs arise.
- Vendors will be selected based upon the quality of the product and the information presented in their response to this Request for Proposal (RFP).

Firm Background

1. Describe the history of your company and expertise in delivering technical best practices research.
2. Describe the size of your company as it relates to IT staff augmentation resources.
3. Percentage of IT placements who are the bidder’s own W-2s
4. Please describe the financial condition of company (including credit rating, etc.)
5. What distinguishes your company from alternative providers?

Financial Proposal

Pricing should include per hour ranges per experience categories, and per hour or percentage discounts available for extended contracts.

END OF ADDENDUM