

MnSCU Information Security Training Program for Campus IT Staff
Round 4 RFP for non-MnSCU 3rd Parties

Nature of RFP

The Center for Strategic IT and Security (CSITS) working for the MnSCU Office of the Chancellor is requesting proposals to assist in developing self-paced mini courses covering various information security-related areas. This development effort is primarily aimed at closing skills and knowledge gaps of information technology services staff within MnSCU. This RFP is undertaken by the CSITS pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Accordingly, CSITS shall select the developer(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in CSITS's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. CSITS reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of CSITS. This RFP shall not obligate the CSITS to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

General Selection Criteria and Weighting

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Professional experience specific to knowledge and skills area of proposed course (25%)
- Academic qualification in information technology, information security or computer science (25%)
- Professional certifications relevant to knowledge and skills area of proposed course (25%)
- Prior course development and/or instructional experience relevant to the specific course (25%)

Selection Process

The selection process includes designated MnSCU Office of the Chancellor and CSITS staff. This group will evaluate the proposals and make the final decision.

Thursday, October 15, 2009

Round 4 RFP information sent

Monday, October 26, 2009

Review of responses to RFP (rolling deadline)

Monday-Friday, October 26 - October 30

Contact developers and begin contracting

Contract(s) Awarded and Pricing Structure

Each proposed mini course will be of 2, 3, or 4 hours in duration. Developers will be provided with MS Word and MS PowerPoint templates, and a "Course Sheet" outlining proposed content of the course. Developers will be selected by a project team based on the four general selection criteria listed above, and ability to complete development of knowledge content within 4 weeks of initiation. For each course compensation will vary between \$1,300 to \$3,250 depending on course length and content.

Contract Term

CSITS desires to enter into a contract with the successful developer(s) effective October 26, 2009. The length of such contract(s) shall be 2 months. If CSITS and the developer are unable to negotiate and sign a contract by November 30, 2009, then CSITS reserves the right to seek an alternative developer(s).

Parties to the Contract

Parties to this contract shall be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of CSITS and the successful developer(s).

Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract(s) upon 30 days written notice, with or without cause. The developer(s) may cancel the contract(s) upon 181 days written notice, with or without cause.

Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the Executive Director of CSITS.

Entire Agreement

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of this contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of thirty (30) calendar days from the date of the proposal opening unless extended by mutual written agreement between CSITS and the developer. Prices and terms of the proposal as stated must be valid for length of the resulting contract.

Authorized Submission

The proposal must be submitted online followed by submission of the developer’s resume or CV by email from an official MnSCU account for MnSCU employees, or other email address specified in the online submission for non-MnSCU employees. An email confirmation from CSITS will be sent out to acknowledge online submission and receipt of resume or CV.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or CSITS to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. CSITS also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any developer;
4. terminate negotiations and select the next most responsive developer for contract negotiations;
5. terminate negotiations and prepare and release a new RFP;
6. terminate negotiations and take such action as deemed appropriate.

Section II. Parties to the RFP

CSITS, MnSCU's Office of the Chancellor and the Developer.

Section III. Developer Requirements

Contracted developer(s) will participate in a kick-off discussion with CSITS' Project Manager in the first week of the contract period. The MS Word and MS PowerPoint template will be provided at this time. Time(s) for meeting with CSITS staff to capture demonstrations and interactions will be scheduled at this time as well (if these are part of the contract).

Developer is expected to provide completed MS Word and MS PowerPoint documents by email to the CSITS' Project Manager, and is expected to follow through with CSITS staff on any demonstrations and interactions as agreed upon.

Information Contact

CSITS's agent for purposes of responding to inquiries about the RFP is:

Name: Firasat Khan
Title: Senior Security Project Manager
Address: 1501 Hennepin Avenue, Minneapolis, MN 55403
Telephone: 612 659 7226
E-mail address: Firasat.Khan@metrostate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and CSITS shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must be submitted by email to the Information Contact above at least 2 business days before the RFP deadline and include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Section IV. Additional RFP Response and General Contract Requirements

Problem Resolution Process

A formal problem resolution process will be established in the contract to address issues raised by either CSITS or the developer.

Minnesota Government Data Practices Act

The developer must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnSCU, its schools and the Office of the Chancellor in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract.

Section V. RFP Responses

Online Round 1 RFP proposals must be submitted by October 26, 2009 for review soon after (rolling deadline). Proposals received after this date and time will be retained for consideration for future rounds of course development unless the proposals are withdrawn by the submitter using emailed notification to the Information Contact above.