

MnSCU Information Security Training Program for Campus IT Staff

Round 4 RFP for MnSCU Employees

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.

Accordingly, CSITS shall hire 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.

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.

Selection and Implementation Timeline

- Thursday, October 15, 2009 - Round 4 RFP announcement
- Initial review of proposals on Monday, October 26, and as they arrive thereafter (rolling deadline) until developers are selected for all courses.
- As developers are selected, the RFP web page will reflect remaining courses in this RFP.
- Development is expected to be done during a 6-8 week period during November 2009 - January 2010.

Agreement(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 \$1,000 to \$3,000 depending on course length and content. MnSCU/State of Minnesota staff members are expected to do the development outside of normal assigned work hours, and MnSCU faculty members outside of assigned academic load.

Agreement Term

CSITS desires to enter into a contract with the successful developer(s) effective the week of November 9, 2009 or soon after. The length of such contract(s) shall be up to 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).

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.

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. 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 hire a developer or enter into an agreement.

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 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.

RFP Responses

An Initial Review of the Online Round 4 RFP proposals will be conducted on October 26, 2009 and weekly thereafter until developers for all courses are selected.

All proposals received 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.