



**LINCOLN UNIVERSITY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

AMENDMENT NO: 001

RFP NO.: B17-1118

TITLE: INFORMATION TECHNOLOGY ASSESSMENT

ISSUE DATE: August 3, 2016

REQ NO.:

BUYER: DEBRA KIDWELL

PHONE NO.: (573) 681-5415

E-MAIL: kidwelld@lincolnu.edu

RETURN PROPOSAL NO LATER THAN: AUGUST 10, 2016 AT 2 P.M. CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Lincoln University Purchasing Department (1002 Chestnut St, Room 101) by the return date and time.

(courier service)

RETURN PROPOSAL TO:

**LINCOLN UNIVERSITY
1002 CHESTNUT ST
SHIPPING & RECEIVING BLDG
JEFFERSON CITY MO 65101**

CONTRACT PERIOD: Upon award of contract for a period ending June 30, 2017, with the option to renew the contract for ONE (1) ADDITIONAL YEAR should additional assessments be desired. Target date for initial assessments completion: 9/30/2016.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 04/23/2010). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from Lincoln University or when this RFP is countersigned by an authorized official of Lincoln University, a binding contract shall exist between the offeror and Lincoln University.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID #
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE
VENDOR NO. (IF KNOWN)	TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN or <input type="checkbox"/> SSN
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other		
CONTACT PERSON		E-MAIL ADDRESS
PHONE NUM BER.		FAX NUMBER

NOTICE OF AWARD (LINCOLN UNIVERSITY ONLY)

ACCEPTED BY LINCOLN UNIVERSITY AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
BUYER	DATE	PURCHASING DIRECTOR

AMENDMENT #001 TO RFP B17-1118

DATED: August 3, 2016

TITLE: INFORMATION TECHNOLOGY ASSESSMENT

RFP B17-1118 IS HEREBY AMENDED WITH THE FOLLOWING CLARIFICATIONS:

Please see the additional information below provided in response to questions submitted.

Q1: The RFP states: In addition, the University has used consultants on an as needed basis. This would include when an employee leaves the University or when skills are needed that do not currently exist within the University. What consultant companies has the University used for these staffing services?

A1: The University does not currently have a relationship with an IT consulting service provider for the work outlined in this RFP. The consultants referenced are generally individuals known to the University, although we do have an agreement with Ellucian for a limited amount of network support (one on-location person).

Q2: "University will request optional pricing as part of this RFP". Please confirm this will be at a later date upon award or must be included with this response? Will you accept an estimated budget for fees, given that we are unaware on the complexity and magnitude of the current / future environment?

*A2: It is expected that information will be included with the response. It is noted and understood that there may be insufficient information within the RFP to provide a **final** price, but there should be sufficient information to provide some initial baseline pricing. Offerors are welcome to provide a scope of work to go with the price to detail out any caveats, exclusions, or clarifications that would be needed to move to a final price. Please clearly label each scope of work and include it as an **attachment** to the pricing page.*

Q3: Is an emailed copy of the proposal acceptable in lieu of or in addition to the following requirement?

A3: Hard copies are required.

Q4: Can you identify whether a budget has been approved for this project and if so, what is the approved amount?

A4: A reasonable budget has been approved for the initial assessments requested. No budget has been approved for optional items at this time.

Q5: Can you provide on what your expectations are for on-site meeting i.e. how many separate stakeholder groups / meetings do you envision being involved

A5: No. This type of information should be provided in your response as part of your discussion of performance.

Q6: Is it the University's expectation that the vendor will conduct a cabling audit to mark up all of the data drops at the University? Would you accept a proposal that took exception to this one aspect of the deliverable?

A6: Yes, an audit was expected and would be required.

Q7: I did not see where Servers were included in the scope of work, we typically include servers or compute infrastructure as part of creating a strategic IT plan. Are they included?

A7: Yes, servers would be included.

Q8: Can I assume the organizational assessment is for the IT organization, providing IT services on the main campus?

*A8: The organizational assessment is for the Jefferson City Office of Informational Technology **only**. It is not a University-wide assessment.*