

**RFP No. XXX**

**Project Name**

|  |  |  |
| --- | --- | --- |
| **Events** | **Date** | **Time** |
| **Bidder Question Deadline** |  |  |
| **Proposals Due** |  |  |
| **On-site Presentation, if selected** |  |  |
| Dates are subject to change.  All changes will be reflected in Addendum to the RFP issued to all invited firms. | | |

RFP Issued By:

Department Name:

Address:

Telephone#:

Fax #:

Department Contact Information:

Name, Position

E-mail:

Copy to: Name, Position.

E-mail:

**RFP Issuance Date: xx, 2017**

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# **SECTION 1 – PROJECT INFORMATION**

# **PURPOSE AND INTENT**

This Request for Proposal (RFP) is issued by the office of *[name of office],* Montclair State University ("***MSU***" or the "***University***"). The purpose of this RFP is to solicit bid proposals ("***Proposals***" or "***RFP Responses***") from qualified Bidders for the *[name of project],* inclusive of all products and services required to complete a successful implementation. MSU intends to implement *[name of project].* This RFP is issued with the intent to make a single contract award to the successful bidder to replace the existing *[name of current system].* The scope of this RFP includes *­­­[list project deliverables and tasks]*The anticipated award will be a fixed price (FP) contract.

The intent of this RFP is to award contracts to those responsible respondents whose qualifications, conforming to this RFP are most advantageous to the University. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed by the University’s Vice President for Finance and Treasurer to be in the University’s best interest.

The University’s Standard Contract Terms and Conditions contained within the Master Services Agreement, Attachment A hereto, will be part of the awarded contract.

## **1.1 MSU BACKGROUND**

Founded in 1908, Montclair State University is New Jersey's second-largest university. During the 2015-16 academic year, the University enrolled approximately 21,000 undergraduate and graduate students. The University offers 250 undergraduate degree programs, 100 master's degree programs and six doctoral programs. Bidders are strongly encouraged to visit the University's website (www.montclair.edu) to learn more about the University, its mission, programs, faculty, staff and administration.

The University is committed to providing the very best educational programs for students who have the potential for high achievement and who are broadly reflective of the population of New Jersey. The University has developed a rich array of global initiatives and partnerships in education and research. It is also accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, as well as by many specialized academic organizations.

The University's Colleges and Schools offer various programs (e.g., Early Childhood Elementary and Literacy Education, Anthropology, Biology and Molecular Biology, Art and Design, Accounting, Law and Taxation, etc.) that are supported locally by a wide range of homegrown custom systems that are specific to each School or College.

This RFP is in support of the [*name of the program*] program that entails the wholesale replacement of the University’s core business systems as well as the addition of many new features and functions that are intended to greatly enhance our ability to serve our various constituencies, manage our data, conduct analyses and produce timely reporting that will support ongoing operations and strategic planning.

## **1.2 GENERAL DEFINITIONS**

The following definitions will be part of the contract awarded as result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the University’s Vice President for Finance and Treasurer.

Respondent – A vendor submitting a proposal in response to this RFP.

Contract – This RFP, including any addendum to this RFP, the awarded respondent's proposal and the University’s form Agreement incorporating these documents.

Contractor - The contractor is the responding firm who is awarded a contract.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

OneMontclair – http://www.montclair.edu/one-montclair

Request for Proposal (RFP) - This document, which establishes the qualifications and contract requirements and solicits proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

## **1.3 QUESTION AND ANSWER PERIOD**

*[Name of contact person]* will accept questions and inquiries from all potential respondents via e-mail or fax, see cover sheet for assigned buyer’s e-mail, address and fax number.

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Respondents shall only contact *[name of contact person]* directly concerning this RFP.

The deadline for questions and inquiries relating to this RFP is indicated on the cover letter. Addendum to this RFP, if any will be sent to each potential respondent.

## **1.4 ADDENDUM: REVISIONS TO THIS RFP**

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and incorporated into any contract awarded as a result of this RFP.

## **1.5 RESPONSIBILITY OF RESPONDING FIRM**

The firm assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFP. No special consideration will be given after proposals are received because of a respondent’s failure to be knowledgeable as to all of the requirements of this RFP.

## **1.6 COST LIABILITY**

The University assumes no responsibility and bears no liability for costs incurred by a respondent in the preparation and submittal of a proposal in response to this RFP.

## **1.7 CONTENTS OF PROPOSAL**

Subsequent to the proposal opening, all information submitted by a firm in the proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law.

A respondent may designate specific information in its proposal as not subject to disclosure when the respondent has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the respondent accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. The University will not honor any attempt by a respondent either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.

## **1.8 JOINT VENTURE**

The University intends to contract with a single firm for each class of services described in this RFP. If applicable, single RFP Responses from two (2) or more Bidders must be submitted on a prime contractor–subcontractor basis in order to be considered. One Bidder must declare that it is the 'Prime' contractor and that it assumes all responsibility for the scope of the ForgeRock solution. RFP Responses submitted by multiple firms conducting business as a joint venture will not be considered.

# **SECTION 2 - PROJECT BACKGROUND**

# **2.0 MSU’S ADMINISTRATIVE SYSTEMS ENVIRONMENT**

*Provide a detailed description of the current system.*

## **2.1 VISION**

*Describe how the new system will improve your business process and benefit MSU and how it will be integrated into the other existing systems.*

#### **Key Goals and Objectives**

*Provide the goal(s) of the project.*

#### **Business Objectives**

*Provide a list of the business objectives of the project and state how they support the strategic goals of the University.*

# **SECTION 3 - SCOPE OF WORK**

# **3.0 PROJECT IMPLEMENTATION**

*Provide a list of implementation requirements that each vendor needs to meet.*

## **3.1 PROJECT SCOPE**

*Provide a clear and concise list of deliverables and tasks required by the implementation vendor.*

## **3.2 PROJECT MODULES FOR IMPLEMENTATION AND CONFIGURATION**

#### IDM Provisioning:

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 3.1- IDM Provisioning | Student Administration | Manual New Student Provisioning |
| 3.2- IDM Provisioning | Student Administration | Email List Management |
| 3.3- IDM Provisioning | User Registration | Register Identity for Cyber Access |
| 3.4- IDM Provisioning | User Registration | Associate Identity with CWID or equivalent |
| 3.5- IDM Provisioning | User Registration | Merge Duplicate Identities |
| 3.6- IDM Provisioning | User Registration | Separate merged Identities |
| 3.7- IDM Provisioning | Provisioning | Directory group membership management |
| 3.8- IDM Provisioning | Provisioning | Physical Access control |
| 3.9- IDM Provisioning | Provisioning | Closed Loop Help Desk Ticket provisioning (Service Now) |

#### Affiliate Management

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 4.1- Affiliate Management | Affiliate Administration | Create New Affiliate |
| 4.2- Affiliate Management | Affiliate Administration | Management Affiliate Access |
| 4.3- Affiliate Management | Affiliate Administration | Duplicate Identity Detection |
| 4.4- Affiliate Management | Affiliate Administration | Affiliate Renewal |
| 4.5- Affiliate Management | Affiliate Administration | Sponsor Assignment |
| 4.6- Affiliate Management | Affiliate Administration | Affiliate type specific workflows |

#### Access Management

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 5.1- Access Management | Access Management | Single Sign -On |
| 5.2- Access Management | Access Management | Shibboleth Federation |
| 5.3- Access Management | Access Management | Mobile Application Sign On |
| 5.4- Access Management | Access Management | Multi Factor Authentication |
| 5.5- Access Management | Access Management | Integrate CAS Authentication to Banner |
| 5.6- Access Management | Access Management | Risk Based Authentication |
| 5.7- Access Management | Access Management | Add Apps to SSO Launchpad |
| 5.8- Access Management | Access Management | Privileged Access and Admin Monitoring |
| 5.9- Access Management | Access Management | Immediate Access Revocation (overriding any role-based access) |

#### Password Management

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 6.1- Password Management | Password Management | Self Service Password Management |
| 6.2- Password Management | Password Management | Secret Question Management |
| 6.3- Password Management | Password Management | Password Synchronization LDAP |
| 6.4- Password Management | Password Management | Password Aging |

#### Access Request and Approval

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 7.1- Access Request and Approval | Employee Identity Administration | Access Request by Manager |
| 7.2- Access Request and Approval | Employee Identity Administration | Access Request by End User |
| 7.3- Access Request and Approval | Employee Identity Administration | Request Approval by Manager or Application Owner |
| 7.4- Access Request and Approval | Employee Identity Administration | Physical Asset Request and Assignment |
| 7.5- Access Request and Approval | Affiliate Identity Administration | Access Request by Manager |
| 7.6- Access Request and Approval | Affiliate Identity Administration | Access Request by End User |
| 7.7- Access Request and Approval | Affiliate Identity Administration | Request Approval by Manager or Application Owner |
| 7.8- Access Request and Approval | Affiliate Identity Administration | Duplicate Identity Detection |
| 7.9- Access Request and Approval | Student Administration | Access Request by End User |

#### Role Management

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 8.1- Role Management | Employee Identity Administration | User Role Change Provisioning |
| 8.2- Role Management | Affiliate Identity Administration | User Role Change Provisioning |
| 8.3- Role Management | Role Management | Role Mining |
| 8.4- Role Management | Role Management | Role Engineering |
| 8.5- Role Management | Role Management | Role maintenance |
| 8.6- Role Management | Role Management | Access Catalog Management - Define Roles, Entitlements. Owners and Approvers |
| 8.7- Role Management | Role Management | What if Analysis of Role Changes |
| 8.8- Role Management | Student Identity Administration | User Role Change Provisioning |
| 8.9- Role Management | Role Management | Role Change notifications |

#### Recertification and Reporting

|  |  |  |
| --- | --- | --- |
| **Function** | **Category** | **Business Process** |
| 9.1- Recertification and Reporting | Access Governance | Periodic Review of User Accounts |
| 9.2- Recertification and Reporting | Access Governance | Periodic Review of Privileged Access |
| 9.3- Recertification and Reporting | Access Governance | Periodic review of Affiliate Access |
| 9.4- Recertification and Reporting | Access Governance | Periodic review of Inactive User Access |
| 9.5- Recertification and Reporting | Access Governance | User Access Review on Transfer |
| 9.6- Recertification and Reporting | Access Governance | Automated Data Collection form Applications (Account Entitlements |
| 9.7- Recertification and Reporting | Reporting and Logging | SLA and Metric Reports |
| 9.8- Recertification and Reporting | Reporting and Logging | User Lifecycle Reports |
| 9.9- Recertification and Reporting | Reporting and Logging | Risk Level Reports |
| 9.10- Recertification and Reporting | Reporting and Logging | ID Data Access for Technical Coordination |
| 9.11- Recertification and Reporting | Reporting and Logging | Policy Exceptions Reporting |
| 9.12- Recertification and Reporting | Reporting and Logging | High Risk User Reports |
| 9.13- Recertification and Reporting | Reporting and Logging | License "True Up" Reporting |

## **3.3 REPORTING AND ANALYTICS**

• Setup ForgeRock for Ad hoc reporting

• Train on Delivered reports

• Create Custom reports (up to 15 reports)

## **3.4 INTERFACES**

Integrations to internal and external systems

• See Attachment X

## **3.5 DATA CONVERSION**

All identities within the source systems.

Vendor will provide a methodology for data validation

MSU will extract data from the legacy system into templates provided by the system integrator and provide error checks

System Integrator will transform and load the legacy data into the new system

## **3.6 PROJECT MANAGEMENT DELIVERABLES**

The implementation partner will provide a project plan and schedule to accomplish the successful implementation of the Identity and Access Management System that will include the following:

1. A schedule detailing the project from tenant build, including all milestones and other defined project deliverables, through training and data loading, to full product use.

a. Schedule should be presented in a format that allows for a high level summary view of the project activities as well as the following:

b. A work breakdown structure detailing estimated effort and recommendations for a phased approach to delivery of functionality.

c. Recommendation for the scope and timing of a phased rollout.

2. Definition of the activities and deliverables for each of the project phases:

a. Plan Stage

b. Architect Stage

c. Configure & Prototype Stage

d. Test Stage

e. Deploy Stage

f. Specification of critical path activities and related deliverables.

g. The dates, duration and format of testing activities.

3. Conversion methodologies and programs for identities in current systems.

4. The development and delivery of a training program for the IT and campus user personnel who will be maintaining and using the application.

5. The development and delivery of a training program to ensure that University Community members will be able to use the self-service software productively.

6. Post-implementation support services.

7. Scheduled updates to ForgeRock which will be incorporated into the project timeline during implementation so that MSU is current on the latest version at go-live.

8. Test plans and schedule for Unit, System, Integration and Cutover testing.

9. Configuration workbooks.

10. Provide your method for tracking traceability from requirements to test, and help MSU with the first upgrade after go –live with testing.

## **3.7 ASSIST WITH PRODUCTION CUTOVER**

The purpose of this activity is to provide assistance on MSU’s move from a pre-production environment to a live production operation with help-desk and support infrastructure.

Business Partner will assist with the following tasks:

1. Provide Production Support (help-desk)

2. Daily Operation Support and Administration

3. Security Administration

## **3.8 POST PRODUCTION SUPPORT**

The purpose of this activity is to help ensure that there is a framework in place to manage and control the performance of the system after production and update the system as required.

This activity is composed of the following tasks:

1. Issues Resolution

2. Conduct Post Implementation Project Review

# **SECTION 4 – REQUIREMENTS**

# **4.0 GENERAL REQUIREMENTS**

Firms competing for this contract must review the Project Background (Section 2), required Scope of Work (Section 3) and provide the information requested below in the same order. Please restate the request and respond to each item completely and clearly. Attachments that amplify responses or provide relevant illustrations are welcome. Include in your response an Executive Summary, not to exceed three pages, indicating why your firm should be selected.

A) A company profile, including the firm’s size, location, financial status and other relevant demographics as a means of offering assurances to the University that the respondent has the capacity, capabilities, expertise, personnel and infrastructure needed to support the University’s project objectives.

B) Provide a detailed implementation approach with milestones, resources, roles and responsibilities and timeline estimates for each of the proposed phases

C) Method for scheduled updates to ForgeRock which will be incorporated into the project timeline during implementation so that MSU is current on the latest version during implementation and at Go-Live

D) Provide a detailed view of your implementation methodology

E) Include hours, roles and responsibilities for each milestone of the implementation.

F) References from a minimum of three (3) past clients (preferably for Higher Ed) for projects of similar size and scope. Include a contact name, address, e-mail and telephone number.

G) Provide the resume of the engagement manager that will be assigned to the University’s project.

H) Provide what experience your firm has as a primary implementer of ForgeRock

I) Provide the resumes and applicable certifications of those who are proposed to be assigned to the University. The details provided should include a clear indication of the length of employment of these individuals with your firm, specific ForgeRock certification. Include also the past experience of these same individuals in working on projects of a similar size and scope.

An original plus six (6) copies (for a total of 7) and one (1) CD or flash drive of the response must arrive at the Issuing Office by date and time listed on the first page of this RFP in order to be considered. Bidders are requested to clearly mark the "original" set of the response, and provide one (1) cost proposal in separate sealed envelope.

The Identity and Access Management Implementation Partner should meet the following general requirements:

## **4.1 SUPPORTING DOCUMENTATON**

The following documentation, to support the minimum qualifications, must be provided with the proposal:

1. Documentation certifying that the implementation vendor is an experienced or certified ForgeRock Implementation Partner or the software vendor.

2. A list of United States institutions of higher education where the vendor has been the prime contractor for a successful implementation of ForgeRock or similar systems. For each institution, list the modules, the version, and the date of the implementation.

3. Documentation to support that the vendor can provide consultants certified and experienced in the ForgeRock implementation methodology.

4. Documentation to support that the vendor can provide consultants certified and experienced in ForgeRock software.

5. A statement indicating that the vendor agrees to a fixed cost implementation.

6. A statement indicating that the vendor is willing to provide a performance bond equal to the amount of the proposal, if requested.

7. The response must be signed and dated by an individual authorized to enter into a binding agreement in the name of the vendor.

8. Provide a listing of any work products, information or deliverables required to be provided by MSU as a pre-requisite for all items listed in the pricing sheet (Attachment B)

9. Provide samples of the following documents and any others that could be beneficial to this RFP:

a. Weekly Status Report

b. Functional Design Document

c. Technical Design Document

d. Organizational Change Management Document

e. Testing Scripts

f. Project Plans Document

g. Issue management Document

h. Documentation supporting the respondents’ ability to support interim and permanent integrations with other systems including business process details, data structures and flows, source and target mapping documents.

# **SECTION 5: ADDITIONAL RFP REQUIREMENTS**

# **5.0 FINANCIAL CAPABILITY OF THE RESPONDENT**

In order to provide the University with the ability to judge the respondent’s financial capacity and capabilities to undertake and successfully complete the contract, the respondent should submit its latest annual certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the respondent’s most recent fiscal year. If a certified financial statement is not available, the respondent should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the respondent as of, and for, the period presented in the statement. In addition, the respondent should submit a bank reference.

If the information is not supplied with the proposal, the University may still require the respondent to submit it. If the respondent fails to comply with the request within seven (7) business days, the University may deem the proposal non-responsive.

The respondent may designate specific financial information as not subject to disclosure when the respondent has a good faith legal/factual basis for such assertion. The respondent may submit specific financial documents in a separate, sealed package clearly marked “Confidential-Financial Information” along with its proposal.

The University reserves the right to make the determination whether to accept the respondent’s assertion of confidentiality and will advise the respondent accordingly.

## **5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

The contract awarded as a result of this RFP shall consist of addendum to this RFP, this RFP (including the University’s Other Terms and Conditions (Appendix 1), the contractor's proposal and the University’s Agreement incorporating these documents and signed by the contractor and the University’s Vice President for Finance and Treasurer.

In the event of a conflict between provisions within the contract documents, the contract documents shall have the following order of priority: Agreement, RFP Addendum by later issuance date, the RFP, the University’s Other Terms and Conditions and the contractor’s proposal.

## **5.2 TERM OF CONTRACT**

The term of the contract will be dependent upon the negotiated terms in the statement of work but is estimated to be between one to two years.

Pursuant to N.J.S.A. 18A:64:79, all multi-year contracts shall be subject to the availability and appropriation annual of sufficient funds as may be required to meet the extended obligation.

## **5.3 PROPOSAL EVALUATION CRITERIA**

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

• Price

• Experience and expertise of key personnel who will be providing service under this contract as well as documented audit, consulting and tax experience in the field of higher education as well as other public sector agencies.

• The bidder's past performance under contracts of similar scope and size

• The completeness of the proposal’s responses to all of the RFP requirements

• Each bidder’s ability to provide the services that best meet the University’s requirements as specified herein

• References

• Domain expertise in Identity Management operations

• Company’s customer base sustainability and commitment to services similar in scope to this RFP

## **5.4 ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL**

After the submission of proposals, unless requested by the University as noted below, respondent contact with the University is still not permitted.

The respondent may be required and must be available to give an oral presentation at the University concerning its proposal on the dates listed on Page 1 of this RFP. The University may also require the respondent to submit written responses to questions regarding its proposal.

The purpose of such communication with the respondent, either through an oral presentation or a letter of clarification, is to provide an opportunity for the respondent to clarify or elaborate on its proposal. No comments regarding other proposals are permitted. Respondents may not attend presentations made by their competitors.

It is within the University’s discretion whether to require the respondent to give an oral presentation or require the respondent to submit written responses to questions regarding its proposal. Action by the University in this regard should not be construed to imply acceptance or rejection of a proposal. The assigned Procurement Services buyer is the sole point of contact regarding any request for an oral presentation or clarification.

## **5.6 CONTRACT AWARD**

Any contract award shall be made with reasonable promptness by written notice to those responsible vendors, whose proposal, conforming to this RFP, is most advantageous to the University. The University reserves the right to reject any or all proposals, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to solicit a best and final offer (BAFO) and/or waive any other requirement in their sole discretion when such waiver is in the best interest of the University and where such waiver is permitted by law.

# **SECTION 6: DOCUMENTS/APPROVALS REQUIRED PRIOR TO CONTRACT AWARD**

# **6.0 DOCUMENTS REQUIRED**

## **6.1 AFFIRMATIVE ACTION**

The vendors recommended for contract awards are required to submit a copy of its Certificate of Employee Information or a copy of Federal Letter of Approval, verifying that the vendor is operating under a federally approved or sanctioned Affirmative Action program. If the firm has neither document of Affirmative Action evidence, then the vendor must complete an Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering into a University contract. The Affirmative Action Employee Information Report (AA-302) is located at http://www.state.nj.us/treasury/purchase/forms/AA\_%20Supplement.pdf.

## **6.2 POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS**

The University may not contract to procure from any vendor services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds $17,500, if the vendor has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

Prior to awarding the contract to a respondent, the respondent proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the respondent and reporting all contributions the respondent made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review at http://www.state.nj.us/treasury/purchase/forms.htm#EO134, shall be provided to the intended awardee for completion and submission to Procurement Services. The intended awardee shall submit the completed Certification and Disclosure(s) within five (5) business days to the assigned Procurement Services buyer. Failure to submit the required forms will preclude award of a contract under this RFP.

Further, the intended awardee is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made.

## **6.3 STATE TREASURER APPROVAL**

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

## **6.4 POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS**

The contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of $50,000 from a public entity in a calendar year. It is the contractor’s responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

## **6.5 NJ BUSINESS REGISTRATION CERTIFICATE**

Provide a copy of NJ Business Registration Certificate

## **6.6 INSURANCE CERTIFICATES**

The bidder recommended for contract award shall provide the assigned Procurement Services buyer with current certificates of insurance for all coverages required by Section 7 of the University’s Master Service Agreement Attachment A

# **SECTION 7 – RFP QUESTIONS**

# **7.0 QUESTIONS FOR ASSESSMENT**

Bidders should answer in full each of the questions below

1. The firm’s size, location, financial status and other relevant demographics as a means of offering assurances to the University that the respondent has the capacity, capabilities, expertise, personnel and infrastructure needed to support the University’s project objectives.
2. Provide a detailed implementation approach with milestones, resources, roles and responsibilities and timeline estimates for each of the IAMS phases
3. Alternate approaches and/or recommendations may be proposed separately for consideration by the University.
4. Provide a detailed view of your implementation and managed services models (Please specify which resources are On Shore and Off Shore)
5. Describe the project, testing and release methodology that is utilized to implement software.
6. Describe any you have accelerators for requirements gathering?
7. Describe how the user conversion to the new IAMS platform will occur so that there are no business disruptions and there are minimized and controlled outages.
8. Describe or provide an example of a fit gap document between the requirements and the vanilla functionality of the system?
9. Describe the method for tracking traceability from requirements to configuration (or vanilla functionality) to validation to UAT? What is the method used? How is this monitored and managed?
10. Describe any accelerators for creating configuration/design documentation?
11. Do you have accelerators for validation/testing? a. If yes, what test ware application suites is your Accelerator compatible with (i.e., HP Quality Center)
12. Do you have a ready-made test data library and data refresh approach that can be leveraged and augmented with some of the MSU data? Please describe
13. Describe specialized resources for defining and documenting integration requirements between the system and ancillary systems via a packaged middleware solution?
14. Describe any specialized resources for defining and documenting integration design specs between the system and ancillary systems via a packaged middleware solution?
15. Describe specialized resources for defining and documenting integration test strategies, test plans, and technical back-end test cases between the system and ancillary systems via a packaged middleware solution---these would not be the same resource(s) responsible for development and unit testing of the integration solution?
16. Do you have resources who hold a professional certification in testing from the following certification boards: ISTQB – CTFL, CTA; QAI – CAST, CMST, CST; Intl Institute of SW Testing – CATe, CTM, CSTP.
17. Are your testing resources located offshore, near-shore, or onsite?
18. Does your testing practice provide functional test automation? a. If yes, does this utilize a keyword approach to automation? b. If yes, does this utilize a data-driven approach to automation? c. If yes, do you utilize your own testing software?
19. Will your testware be provided to MSU in order for MSU staff to leverage the deliverables long after the implementation is completed --- test cases, scenarios, test data library, automated test scripts?
20. Do you provide security/penetration testing services and resources? What penetration software do you provide and utilize?
21. Do you provide automated performance testing services and resources? a. What performance testing software do you provide and utilize?
22. Describe how End-to-End Data Flow Testing is designed and managed in a multi-system test effort.
23. Describe experience specific to data conversion from Active Directory, LDAP, Workday, Banner and PeopleSoft systems
24. In terms of Build, Release, and Environment Management, what process and methodology do you follow?
25. What frameworks, methods, tools will be used to develop Solution Architecture?
26. How do you gather and address nonfunctional requirements?
27. What methods or processes will be used to translate business requirements into Solution Architecture Requirements?
28. Show Examples of Solution Architecture Deliverables
29. What roles will be used to do Solution Architecture Development?
30. What is your architecture, design & development experience with ForgeRock technologies?
31. What methods or processes will be used to translate architecture into design documents?
32. What roles will be used during design & development phases?
33. Show examples of design & development phase deliverables
34. What is your experience leveraging the existing technology standards and bridging the gap where technology standards are non-existing especially in Design, configuration and development standards?
35. How do you deal and balance with Solution architecture, design & development challenges in a project?
36. What is your normal escalation path when you deal with Solution architecture, design and/or development issues?
37. What processes, tools, documentation will be used to do knowledge transfer?
38. Please provide samples of the following documents and any others that could be beneficial to this RFP: a. Weekly Status Report b. Functional Design Document c. Technical Design Document d. Organizational Change Management Document e. Architecture Document f. Reports, Conversions and Enhancements Documents g. Testing Scripts h. Prepare for Production Document i. Post Production Support Document j. Project Plans Document
39. Demonstrated delivery of an integrated delivery model that supports the MSU team structure. Include hours, roles and responsibilities.
40. References from a minimum of three (3) past clients (preferably for Higher Ed) for projects of similar size and scope. Include a contact name, address, e-mail and telephone number.
41. Provide the resume of the engagement manager that will be assigned to the University’s project.
42. Verify that your firm has a minimum of (3) three years’ experience as a primary implementer with ForgeRock implementations and/or managed services experience for work assignments similar to the one outlined within this RFQ.
43. Provide the resumes and applicable certifications of those who might be assigned to the University in order to provide the specified scope of services. The details provided should include a clear indication of the length of employment of these individuals with your firm, specific in-house training on the implementation methodology, project management and change management. Include also the past experience of these same individuals in working on projects of a similar size and scope.