

Request for Proposal



**City of Minneapolis
Information Technology Department**

**Development of the Microsoft Identity Manager
(MIM) Program Pool**

RFP 2016-76 Issue Date: Thursday, April 28, 2016

Proposals Due: Friday, June 24, 2016 at 1:00pm CT

April 28, 2016

To Whom It May Concern:

The City of Minneapolis is soliciting proposals from qualified Consultants to establish a Microsoft Identity Manager (MIM) Program Pool. The pool requires Consultants to secure a contract with the City of Minneapolis which allows them to conduct work for information technology services. MIM is used to increase process efficiencies in the way City staff are hired, promoted, terminated, etc. and to assist with the seamless exchange of employee data between City systems.

Submit an electronic copy of the business proposal with attachments and a price proposal to: RFP.Responses@MinneapolisMN.gov. Deliver ten (10) hard copies of the business proposal with attachments and one price proposal in separate sealed envelopes to the address in Section III – Proposal Due Date and Location.

Thank you for your consideration,

Otto Doll
Chief Information Officer
Information Technology Department

Table of Contents

RFP General Information	Page
I. Invitation.....	4
II. Pre-Proposal Conference.....	4
III. Proposal Due Date and Location	5
IV. Proposal Format	5
V. Evaluation of Proposals – Selection of Vendor.....	6
VI. Schedule	6
VII. Contract.....	7
VIII. Equity and Inclusion.....	7
IX. Department Contact/Requests for Clarification	7
X. Rejection of Proposals	7
XI. Addendum to the RFP	8
Exhibit A - RFP Terms & Conditions	9
Scope of Services	18

**Request for Proposals
For
Development of the Microsoft Identity Manager
(MIM)Program Pool**

I. Invitation

The City of Minneapolis (“City”) is soliciting proposals from qualified Consultants to establish a pool to help the City develop identity-management solutions using Microsoft Identity Manager (MIM) and its related products and services. The City’s Information Technology (IT) Department will use MIM as the platform for delivering improved information security and staff productivity through automated identity-management workflows, self-service, and, ultimately, unified access across City business systems and into the cloud. IT is in the final stages of installing the MIM environment to be ready for enterprise use.

The IT department has a description for implementing MIM solutions (see Scope of Services in this RFP). Consultants must be able to provide all aspects of MIM implementation, including consultation services, requirements gathering, design, development/configuration, deployment, documentation and training.

The Consultant(s) who can fulfill the above Request for Proposal (RFP) requirements may secure a contract for the opportunity to provide the services. The contract shall not be construed as a guarantee of work or of any total dollar amount of compensation. Issuance of this RFP does not preclude the City from issuing additional RFPs.

II. Pre-Proposal Conference

Prior to submitting proposals, all interested Consultants are strongly encouraged to have a representative attend the optional pre-proposal conference to ask any questions related to the Scope of Services and the intent of the RFP. The pre-proposal conference will be held:

**Thursday, May 12, 2016
10:00 AM CT
350 South Fifth Street
City Hall 319
Minneapolis, MN**

Answers to all questions will be posted to the City’s website **Tuesday, June 7, 2016** <http://www.minneapolismn.gov/finance/procurement/rfp>.

III. Proposal Due Date and Location

Consultant shall submit an electronic copy no later than **1 pm CT, Friday, June 24, 2016** of the business proposal with attachments and a price proposal in two separate electronic files to: RFP.Responses@MinneapolisMN.gov. Deliver ten (10) hard copies of the business proposal with attachments and one price proposal to:

City of Minneapolis - Procurement
Request for Proposals for: MIM Program
330 2nd Avenue South, Suite 552
Minneapolis, MN 55401

Note: Late proposals may not be accepted.

IV. Proposal Format

The proposal will set forth full and accurate information as required by this RFP. Proposals must be prepared on 8 1/2" x 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The City encourages using reusable and recyclable printed materials for proposals prepared in connection with this solicitation.

To allow for easier comparison of proposals during evaluation, proposals should contain the following information in the order listed below.

Contact Information:

- Name of company and website address
- Company's point of contact including contact information

Company Profile:

- General overview of the company's history
- Management and structure of the company
- Percentage of dedicated full-time employees vs. independent contractors

Executive Summary:

- A clear statement of the Consultant's understanding of the RFP including a brief summary of the Scope of Services

Company References:

- Provide three (3) current references

Business Proposal:

- Submit your Business Proposal

Pricing Proposal:

- Submit your Pricing Proposal

V. Evaluation of Proposals – Selection of Vendor

The City of Minneapolis will review the proposals submitted by all Consultants and will determine which proposals are most advantageous for the awarding of the contracts. Please note the City of Minneapolis may use sources of information, not supplied by the Consultant, concerning the abilities to perform this work.

Proposals will be reviewed by an evaluation team made up of representatives of the City of Minneapolis. The team will select a “short list” of consultants for final consideration who will be formally interviewed. The City, at its sole discretion, reserves the right to interview any or all Consultants. The below criteria may be used as part of the City’s evaluation without notification to the Consultant:

- A. Quality, thoroughness, and clarity of proposal
- B. Proposed methodology for approaches to plan and process elements
- C. Qualifications and experience of staff (includes a review of references)
- D. Response to the Scope of Services
- E. Ability to communicate findings, ideas, concepts, and policies through a combination of written and graphic mediums
- F. Organization and management approach and involvement for a successful project
- G. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP
- H. Small & Underutilized Business participation (Equity Notice of Interest)
- I. Minority and women owned business inclusion in solution
- J. Cost of services proposed
- K. Insurance coverage as defined for the services
- L. Acceptance of City’s RFP Terms and Conditions

VI. Schedule

The following is a listing of key Proposal and Project milestones:

Issue RFP	Thursday, April 28, 2016
Pre-Proposal Conference	Thursday, May 12, 2016 10 am CT 350 South Fifth Street City Hall 319 Minneapolis, MN
Questions Due	Thursday, May 19, 2016 Noon
Equity Notice of Interest Due	Thursday, May 19, 2016 Noon
Answers Posted	Tuesday, June 7, 2016
Equity Notice of Interest Addendum Posted by the City	Tuesday, June 7, 2016
Proposal Due	Friday, June 24, 2016 1 pm CT

VII. Contract

The contracting parties will be the City of Minneapolis and the Consultant(s) selected to provide the professional services as described herein. The selected proposals and exhibits, along with the RFP, will be incorporated into a formal agreement after negotiations. It is the intent of the City to award one or more contracts for a term of three (3) years, with the sole option of the City to extend the contract two (2) additional one-year terms or one additional two-year extension.

VIII. Equity and Inclusion

The City is committed to minority and women owned business inclusion on City projects. In addition to the Small and Underutilized Business Program (Section 26 of the General Terms and Conditions of this RFP), minority and women owned businesses that cannot satisfy all of the requirements of the RFP may submit an Equity Notice of Interest to partner with a Consultant. The Equity Notice of Interest shall be a short description (one page or less) of how the business can provide a portion of the services in partnership with a Consultant.

The Equity Notice of Interest must be submitted to the Contract Administrator, as specified in Section IX - Department Contact/Requests for Clarification by the deadline set forth in Section VI – Schedule of this RFP. The City will issue an addendum to the RFP per Section XI – Addendum to the RFP. This addendum will include all Equity Notice of Interest(s) received. Consultants shall take action to subcontract a portion of services to interested minority and women owned businesses. Efforts to use or use of minority or women owned businesses will be part of the evaluation criteria.

IX. Department Contact/Requests for Clarification

The Consultant's primary interface with the City will be with the Contract Administrator who will act as the City's designated representative. Prospective consultants shall direct inquiries/questions **in writing only** to:

ITContractAdministrator@MinneapolisMN.gov

All questions are due per Section VI - Schedule. Responses to the questions will be posted per Section XI – Addendum to the RFP.

The Contract Administrator is the only individual who can be contacted regarding the RFP before proposals are submitted and cannot vary the terms of the RFP.

X. Rejection of Proposals

The City of Minneapolis reserves the right to reject any or all proposals on the basis of the submittals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the City. This RFP doesn't commit the City to

award any contract. The City of Minneapolis shall not be liable for any costs incurred by any firm responding to this RFP.

XI. Addendum to the RFP

If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at: <http://www.minneapolismn.gov/finance/procurement/rfp>. The City reserves the right to cancel or amend the RFP at any time.

Exhibit A - RFP Terms & Conditions

General Conditions for Request For Proposals (RFP)

Revised: December 2015

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the proposal.

1. City's Rights

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

2. Equal Opportunity Statement

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an “affirmative action plan” approved by the City prior to entering into a Contract.

3. Insurance

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the

Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.
- e) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees. 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must remain in continuous effect for at least 3 years after the service is provided or include a 3 year extended reporting period.

4. **Hold Harmless**

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission

of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the section titled Data Practices, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

5. Subcontracting

The Consultant shall provide written notice to the City and obtain the City's authorization to sub-contract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

6. Assignment or Transfer of Interest

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

7. General Compliance

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

8. Performance Monitoring

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated

herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

9. Prior Uncured Defaults

Pursuant to Section 18.115 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

10. Independent Consultant

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

11. Accounting Standards

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

12. Retention of Records

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

13. Data Practices

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to the City any requests from third parties for information

relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Consultant(s). At that time, the proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

14. Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

15. Living Wage Ordinance

The Consultant may be required to comply with the "[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)" (http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf), Chapter 38 of the City's Code of Ordinances (the "Ordinance"). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Consultant and its subcontractors pay their employees a "living wage" as defined and provided for in the Ordinance.

16. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

17. Conflict and Priority

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

18. Travel

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City's [Consultant Travel Reimbursement Conditions](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf) (<http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf>).

19. Billboard Advertising

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

20. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Consultant are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City's Code of Ethics will also apply to the Consultant in its role as an "interested person" since Consultant has a direct financial interest in this Agreement. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

21. Termination, Default and Remedies

The City may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Consultant may terminate this Contract upon sixty (60) days' written notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, the City shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

22. Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City's payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

23. Intellectual Property

All Work produced by the Consultant under this Contract is classified as "work for hire" and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. "Work" covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This Contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

24. Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds

\$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a “contract”, as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf

It is the Consultant’s and subcontractor’s responsibility to review and understand the requirements and applicability of this ordinance.

25. City Ownership and Use of Data

The City has adopted an Open Data Policy (“Policy”). The City owns all Data Sets as part of its compliance with this Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City’s use of the software and /or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to the City.

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Consultant and any of Consultant’s subcontractors or sub-consultants involved in providing the Services, using whatever means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

26. Small & Underutilized Business Program (SUBP) Requirements

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City’s marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50 applies to any professional or technical Service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled “Subcontracting” of the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnucep.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

Scope of Services

The information provided below gives an overview of the MIM program pool services required and on-going support needs. For specific information regarding the required format of the proposal submission, please refer to section IV – Proposal Format.

- Provide consulting services to help the IT Department refine, plan and implement its MIM Solutions Roadmap to achieve its Identity and Access Management Program goals.
- Provide product experts, business analysts, process architects, design engineers and developers needed to execute an end-to-end MIM solution design and development project -- including a solution architect responsible for the overall technical solution.
- Provide project management to insure that Consultant and City teams are aligned and working together to deliver solutions on-time and on budget.
- Provide quality-assurance expertise to make sure that appropriate test cycles are being performed, e.g. Unit, Functional and User Acceptance testing, including the development of test materials.
- Provide documentation and knowledge transfer and training to City MIM developers and administrators.
- Assist with operational readiness for solutions deployed to end users, providing content and trainers for end-user training.