

ATTACHMENT A
SOLICITATION NO. 0900000582

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

PURPOSE

The contract is awarded as a non-mandatory statewide contract for Information Technology (IT) research and advisory subscription services and consultancy services, to support IT strategic, tactical and operational initiatives underway.

1. Contract Term and Renewal Options

The initial Contract term, which begins on the effective date of the Contract, is one year and there are four (4) one-year options to renew the Contract.

2. Scope of Work

Certain Contract requirements and terms are attached hereto as **Exhibit 1** and incorporated herein.

Exhibit 1

SOLICITATION SCOPE

Overview

The State of Oklahoma Office of Management and Enterprise Services (OMES) is currently accepting proposals from qualified offerors for Information Technology (IT) research and advisory subscription services and consultancy services, to support IT strategic, tactical, and operational initiatives underway. The technical requirements are divided into two main parts.

Part One is IT Services. The services range from a pure self-service model wherein an authorized staff member may access and research the knowledge base to on-site consulting service wherein a Supplier's employee may provide on-site service on a critical IT project.

Part Two is the IT Topics. These topics would require in-depth knowledge of industry, market trends, global factors, trends, and supplier's product capabilities, etc.

Mandatory Specifications / Requirements

- **IT Services**

Offerors shall provide the State of Oklahoma with a list and brief narrative illustrating their ability to provide the following types of research and advisory services in the area of Information and Communications Technologies:

- **Research and Advisory Services – these services are based on industry trends.**
 - 1) Access to knowledge repository of IT research via the internet/web.
 - 2) Ability to customize personal web pages to save queries to other clients, etc.
 - 3) Access to and ability to consult with IT Research Analysts to obtain latest thinking.
 - 4) Ability to combine research information within OK and provide customized advice/report.
- **Consultancy Services – these services require the offeror to provide the State of Oklahoma specific advice and require a good and thorough understanding of the organization, the key initiatives, and the underlying technologies.**
 - 1) On-site consultancy advice such as quality assurance and supplier selection assistance for IT projects.
 - 2) On-site/off-site presentations/workshops on IT topics.
 - 3) Customized consultancy services to help develop and review business cases and strategies, conduct studies, review RFP's, participate in panel interviews, etc.
 - 4) Dedicated and personalized Executive programs for CIOs.
 - 5) Industry advisory services.
 - 6) Product and supplier advisory services.
 - 7) Evaluate business requirements to propose solutions.
- **Other Services – These services relate to other informational series such as annual symposiums, seminars, conferences, boot camps, teleconferences, webcasts, webinars, white papers, etc. The State of Oklahoma would like to participate in various such events. Please provide details on:**

- 1) Number and type of conference conducted the typical content of the conference, duration, frequency, etc.
- 2) Any teleconferences and webcasts conducted with relevant information.
- 3) Other informational services offered.

Non-Mandatory Requirements

- **Variety of IT Topics**

The IT topics of interest are listed below. This list is representative of the State of Oklahoma's current interests and should in no way be construed as exhaustive, as the interests may change. Bidder should indicate availability of research and consulting services for each topic below:

- **Information Management and IT Strategy**

- 1) IT Standards/Policies
 - a. Emerging IT Technologies and Trends
 - b. Business Continuity and Disaster Recovery
 - c. Identity and Security
 - d. IT Usage Policies (email, equipment, internet/intranet, etc.)
 - e. IT Operations Standards
 - f. Best Practices
 - g. Software Development Standards
 - h. Systems and Storage Management
- 2) IT Strategies
 - a. Sourcing Strategies (Outsourcing, Offshoring, etc.)
 - b. IT Operations Management
 - c. IT Staffing
 - d. IT Organizational Development & Training
 - e. Help Desk
 - f. Work Force Management
 - g. Open-Source Strategies
 - h. Green IT Strategies
 - i. Contract Negotiations
 - j. Legal Issues and Technology
- 3) Program Management / Metrics / Analytics
 - a. Balanced Scorecard
 - b. Enterprise Program Management/Portfolio Management
 - c. IT Costs and Performances
 - d. RIO (Return on Investment on IT Projects)
 - e. IT Benchmarking and Analytics

- **Tactics and Operations**

- 1) Knowledge Management
 - a. Content & Collaboration Applications – Workflow, Document Management, etc.
 - b. Content Management
 - c. Enterprise Analysis
- 2) Enterprise Applications
 - a. ERP
 - b. CRM
 - c. Enterprise Application Integration
 - d. SCM
 - e. Enterprise Messaging Collaboration
 - f. Enterprise Directory Services
 - g. Knowledge Management
 - h. Document Management
 - i. Content Management

- j. Data Warehouse Development
- k. eCommerce
- l. eProcurement
- m. eRecruitment
- n. E-Learning / LRMS
- o. Portal/Web Development and Services
- p. Application and Database Security
- 3) Infrastructure
 - a. Infrastructure Strategies
 - b. Integration & Development
 - c. Operations Consolidation
 - d. Hardware and Software
 - e. Networks
 - f. Operating Systems
 - g. Data Center
 - h. Server Virtualization
 - i. Data and Database Management
- 4) Security
 - a. Security Management and Audit
 - b. Identity Management
 - c. Security Architecture
 - d. Risk Management
 - e. Information Protection
 - f. Security Awareness Training
- 5) Telecommunications
 - a. Satellite Communications
 - b. Video and Audio Conferencing
 - c. Mobile Computing
 - d. IP Telephony
 - e. WANs and MANs
 - f. PBX
 - g. Unified Communications
 - h. E-Rate