AMENDMENT TO REQUEST FOR PROPOSAL
Informal Request for Proposal for IT Governance Review/Business Process Improvement

INFORMAL REQUEST FOR PROPOSAL
NO. 15Q0027SAS

AMENDMENT NO. 1
Issue Date: December 19, 2014

SUBMITTAL DEADLINE:
January 7, 2015 3:00 PM AT

ISSUED TO:
All Prospective Offerors

Dear Vendor:

The following clarifications and changes have been made to Request for Proposal No. 15Q0027SAS for Informal Request for Proposal for IT Governance Review/Business Process Improvement:

The submittal deadline remains the same. A table of questions followed by answers has been provided. All other terms and conditions remain the same.

Sincerely,

UNIVERSITY OF ALASKA FAIRBANKS

Scott A. Snedden
Senior Contracting Officer

ACKNOWLEDGMENT
This Amendment is informational and does not require acknowledgment.
Note the following questions are followed by answers regarding the University of Alaska Fairbank’s (UA) Informal Request for Proposal for IT Governance Review/Business Process Improvement Professional Services (IRFP NO. 15Q0027SAS).

1. Who is the Executive Sponsor(s) of this project?
   The Chief Information Technology Officer for the UA System: Karl Kowalski

2. Will the University provide the selected consultant with a project liaison or coordinator to assist with the coordination, planning, and communications of this project?
   Yes, through our Project Management Office

3. Please provide an overview of the University staffing resources the UA plans to make available for participation in this project.
   That will depend on dedicated resources the bidder(s) suggest. As governance is a process and cultural change, we are all committed to it. As we are a system, each campus has a vested interest in its success and has agreed to support the process.

4. In the IRFP Evaluation Criteria, Item B (page 4): What is meant by “engagement options”?
   In our research, we found many approaches to IT Governance consultations: they ranged from self-help tools, to a combination of self-help and some on site guidance, to fully on-site, large group processes. We need bidder(s) to articulate their approach and if they offer multiple approaches to articulate each clearly.

5. When does the University anticipate awarding this contract?
   By the end of January

6. Does the University have a preferred format for documenting business processes (e.g. Visio, etc.)?
   NO

7. Please elaborate on the level of process documentation that the University is expecting for this project.
   Current: Enough to illustrate the vendors recommendations for what is working and what is not working.
   Future: However much effort it takes to document and represent: Common IT Governance objectives and metrics for UA Design of an appropriate IT Governance Framework for UA with Roles and Responsibilities An Implementation and Communication Plan/Roadmap Implementation of an IT Governance Decision-Making Process

8. Can you please provide a definition for guided self-service? Is this the vendor working off-site? Is hybrid on / off site?
   Answer: In our research, we found many approaches to IT Governance consultations: they ranged from self-help tools with off-site guidance, to a combination of self-help and some on site guidance, to fully on-site, large group processes. We need bidder(s) to articulate their approach and if they offer multiple approaches to articulate each clearly.

9. On your travel site, we could only find 1 reference to travel, a PDF from the Federal Register in regards to lodging. There were other documents, but we are not able to access them having received an access denied message. Do you follow GSA guidelines?
   Most vendors have a customary daily rate per person that would be factored into the estimated number of days on site with a separate rate for travel time. Please use those figures in calculating costs. There will be some estimating using averaged costs for a typical engagement.

10. To what level of detail is the University of Alaska looking for in expenses / non-fee costs beyond an itemized list of expected / estimated expenses by common type (e.g., Flights, hotel)?
    See response note above.