

# LEMOYNE-OWEN COLLEGE



## **REQUEST FOR PROPOSAL**

LeMoyne-Owen College Comprehensive IT Health Assessment Report

RFP 23-02-21

Comprehensive IT Health Assessment Report 2023-2024

The following RFP is being presented to acquire proposals for a Comprehensive IT Health Assessment Report for LeMoyne-Owen in Memphis, Tennessee. Please see below for details.

Open Bidding Period: Tuesday, February 21, 2023, through Tuesday, March 7, 2023.

Final Day for submitting RFP-related questions: Friday, March 3, 2023, by 4:30 p.m. CST.

Final Date for RFP Submittal: Tuesday, March 7, at 4:30 p.m. CST.

Please submit any RFP questions to [kevin\\_temples@loc.edu](mailto:kevin_temples@loc.edu) at your convenience.

## **History**

LeMoyne-Owen College (“LOC”), one of Memphis, Tennessee’s oldest and most revered institutions of higher learning, was established in 1862 and is the 5th-oldest historically Black college or university (HBCU) in the United States. The resilient, distinguished character of LeMoyne-Owen has survived a tragic fire in 1866, four Memphis yellow fever epidemics (1867, 1873, 1878, 1879), and various other challenges over the years. LOC has risen from all adversities, however, and has become the crown jewel of higher education in Memphis and Memphis’ only historically Black college or university (HBCU). From Martin Luther King, Jr.’s first visit to LeMoyne-Owen in March 1957, to the matriculation of Dr. Willie Herenton (who graduated from LeMoyne-Owen and who later became Memphis’ mayor in 1991 en route to being elected to an unprecedented five consecutive terms), Memphis has seen the brightest and best traverse the LeMoyne-Owen campus. Producing an almost innumerable alumni list of scholars, attorneys, physicians, educators, professional athletes, business leaders and other dignitaries, LeMoyne-Owen is poised to take its students, faculty and staff well into the 21<sup>st</sup> century, with excellence as its signature and with leadership as its hallmark. Magicians create magic, and Lemoyne-Owen College has produced magical results over its 161-year history – with valor and with verve – and we’re still going strong today.

## **Purpose**

To help fulfill its Vision, Mission & Purpose, LeMoyne-Owen College is currently seeking procurement proposals for a Comprehensive IT Health Assessment Report for the LeMoyne-Owen campus at 807 Walker Avenue, in Memphis, Tennessee 38126. At completion, said assessment will have determined the overall strength and vitality of the Information Technology environment campuswide at LeMoyne-Owen College. The work will focus on core areas, as decided by key administration officials and IT, and will exhaustively analyze LOC’s IT architecture, toward the purpose of maintaining a robust, stalwart defense against IT threats and incursions. The chosen vendor will perform the Comprehensive IT Health Assessment Report and, upon conclusion, will present its findings to the Vice-President of Information Technology & Chief Information Officer of LeMoyne-Owen College. The chosen vendor will complete the work within a reasonable, industry-standard timeframe and will alert the College of any impending delays or issues that could forestall or derail the project. All communications from the chosen vendor should include at a minimum Charles Elliott, LeMoyne-Owen Vice-President of Information Technology & Chief Information Officer ([charles\\_elliott@loc.edu](mailto:charles_elliott@loc.edu)) and Kevin Temples, LeMoyne-Owen Purchasing Director ([kevin\\_temples@loc.edu](mailto:kevin_temples@loc.edu)). The vendor will be responsible for furnishing any and all licensing, bonding, and / or insurance requirements upon request.

### **The OIT Assessment work will include, but may not be limited to, the following:**

1. Comprehensive IT Health Assessment Report to include but not limited to the following focus Areas:
  - a. Network infrastructure and design.
  - b. Telephony Systems.
  - c. Application review.

- d. Information security analysis (includes IP based cameras).
  - e. IT Operations and Staff analysis.
2. Assessment and recommendations against 21st century technology learning, as well as standards and Technology Best practices.
  3. SWOT Analysis for Design, Infrastructure, Security, and Operations.
  4. Analyze internal controls and identify vulnerabilities and threats.
  5. Identify, index, catalog and create information technology assets spreadsheet.
  6. Detailed IT Environment Documentation.
  7. Perform IT GAP Analysis based on present infrastructure standards and best practices.

### **Bidding Process**

RFP responses must be made in writing, with electronic copies being sent via PDF, to [RFPs@LOC.edu](mailto:RFPs@LOC.edu). Responses will be accepted over the two-week period spanning 12:01 am CST on February 21, 2023 to 4:30 pm CST on March 7, 2023. Tabulations of RFP responses will occur thereafter, following receipts.

### **RFP Award**

Bidders will be ranked on the following categories, including but not limited to: pricing, thoroughness of response, variety of services, vendor history and industry reputation, etc. The winning bidder will have demonstrated a solid presentation and will have illustrated a proven track record for customer service and for service quality. The winning bidder will be notified no later than March 14, 2023. Please note: LeMoyne-Owen College may contact bidders – after receipt of responses and before RFP award – for any RFP response clarifications that may be sought by LeMoyne-Owen College.

An "Intent To Award" notice will be issued to the winning bidder, parallel to the official notice of non-selection being issued to the non-winner(s).

**Note:** After selection of a winning bidder, LeMoyne-Owen College reserves the right to request minor alterations or minor adjustments to the specifications presented for the Comprehensive IT Health Assessment Report, in a way that will not materially affect the overall scope of the work and will not induce unreasonable time or expense burdens upon the winning bidder.

### **Billing & Payments**

The winning bidder will invoice LeMoyne-Owen College in a manner consistent with the vendor's RFP proposal and in conjunction with LeMoyne-Owen's payment policy. LOC will pay the amount(s) due on the invoice(s) in full within thirty (30) business days after the date of invoice(s). Any invoices not paid in full within a forty-five (45) day period will bear interest at an annual rate of one and a half (1.5%) percent, until paid in full.

### **Vendor Performance**

In the event of persistent issues – recurrent delays, multiple cost overruns, mediocre work quality, unprofessional service levels, etc. – LeMoyne-Owen College shall reserve the right to void the contract for the Comprehensive IT Health Assessment Report and may at that time seek completion of said Report via other contractor(s). Any work performed by the original winning bidder will be remunerated at that time at a prorated amount commensurate with the percentage of work completed up to the time of contract cancellation. These and other terms will be detailed within, and will be pursuant to, contract stipulations as agreed-upon between the winning bidder and LeMoyne-Owen College. Thereto, vendor performance may be gauged via vendor scorecard, with possible penalties ranging from invoice short-payment(s) to premature contract cancellation. Other terms and conditions will be enumerated in the resultant contract between the vendor and LeMoyne-Owen College.

### **Contract Terms**

After a winner is decided, contract terms and conditions will in good faith be finalized between the winning bidder and LeMoyne-Owen College, during a brief period following the RFP award. In the event that a mutually-agreeable contract cannot be reached, LeMoyne-Owen College reserves the right to end negotiations and to then proceed with the runner-up bidder for the required negotiations, toward completion of the Comprehensive IT Health Assessment Report.

Thank you for your interest in LeMoyne-Owen College.

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