



Tanana  
Chiefs  
Conference

**ORACLE LINUX DATABASE AND ORACLE LINUX  
SYSTEM ADMINISTRATOR SUPPORT  
REQUEST FOR PROPOSAL (RFP)**

**TANANA CHIEFS CONFERENCE  
122 1<sup>ST</sup> AVE  
FAIRBANKS, ALASKA 99701**

**FRIDAY JULY 1, 2022**

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## SUMMARY AND BACKGROUND

Tanana Chiefs Conference (TCC) is submitting a Request for Proposal for Oracle Linux System Administrator and Database support in e-Business Suite 12.2.10 and Oracle Linux Database 19c.

The Tanana Chiefs Conference (TCC) is organized as Dena' Nena' Henash or "Our Land Speaks"; a consortium of 42 member tribes in interior Alaska, charged with advancing Tribal self-determination and enhancing regional Native unity. Our Mission is: provide a unified voice in advancing sovereign tribal governments through the promotion of physical and mental wellness, education, socioeconomic development, and culture of the Interior Alaska Native people. We serve more than 14,000 Alaska Natives in interior Alaska within our Traditional Ancestral lands that covers an area of 235,000 square miles in interior Alaska, encompassing 39 villages.

Our work is balancing traditional Athabascan and Alaska Native values with modern demands in the areas of health services, cultural and natural resources, and tribal development. TCC works closely with our tribes to carry out our mission.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who understands the unique challenges of interior Alaska, but also to provide the best support for TCC's functional and technical requirements both onsite and remotely.

TCC's corporate headquarters is located in Fairbanks, Alaska with approximately 950 total employees in Fairbanks and rural Alaska.

## PROPOSAL GUIDELINES

Proposals will be accepted until 5pm Alaska Standard Time July 31, 2022. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by TCC's legal department and will include scope, budget, schedule, and other necessary items pertaining to the project. TCC will not reimburse any costs associated with applying to this RFP. TCC reserves the right to not select any proposals.

TCC will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

Candidates who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the TCC Selection Committee. This will provide an opportunity for the candidate to clarify or elaborate on the proposal but will in no way change the original proposal. TCC will schedule the time and location of these presentations. Oral presentations are an option of TCC and may not be conducted; therefore, proposals should be complete.

## PROJECT PURPOSE AND DESCRIPTION

TCC is seeking a Database and System Administrator to support Oracle's 19c database. This database/system administrator that will support day to day, monthly maintenance, as well as provide support and recommendations for continuous improvement in both system processes and configuration.

## SCOPE OF WORK

Oracle Database Administrator Scope of Work:

- Administer and maintain TCC's database for Oracle Database 19c and releases thereafter if applicable
- Instance Refresh – TCC has three non-production instances that are refreshed as needed for testing and development needs
- Installing Patches, Fixes, quarterly/monthly/yearly per Oracle best practices or based on findings in troubleshooting issues
- Update Production environment at conclusion of testing
- Monitoring database notifications
- Regularly scheduled database maintenance
- May include support of computer/network services in conjunction with TCC's computer and network support
- System and/or Software Analysis
- System and/or Software Design
- Project Management and/or Project Analysis
- Training/Technical Documentation for all system changes
- Attend conference calls as needed
- Troubleshooting issues (backup failures, system accessibility problems, poor system performance, network connectivity problems, file transfer failures, high resource utilization scenarios, unanticipated system reboots)

- Ability to work closely with TCC Enterprise Application Manager, IT staff and other staffing resources as needed

#### Linux Administration Scope of Work:

- Advanced knowledge of OEL Linux
- Advanced knowledge of other database products
- Install, configure and maintain infrastructure components in a virtualized Linux Environment
- Architect, install, configure and optimize computer systems and networks in a Linux based environment
- Backup and restore as needed
- Install, configure, update and troubleshoot services such as OS level concerns, web server, database servers, application servers and mail
- Integrate with LAN/WAN/SAN
- Monitor for system load / security/ error conditions
- Prepare and execute a patch plan including a patch schedule, patch vetting, and other patch related concerns
- Advise as needed for technical issues such as performance problems and security best practices
- Training/Technical Documentation as required
- Attend conference calls as needed
- Ability to work closely with TCC Enterprise Application Manager, IT staff and other staffing resources as needed

#### REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due no later than 5pm Alaska Standard Time July 31, 2022.

Evaluation of proposals will be conducted from August 1, 2022 until August 31, 2022. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning proposal is anticipated to be completed by September 1st, 2022.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations are anticipated to be completed by September 30, 2022 with contract start date of October 1, 2022.

Notifications to bidders who were not selected will be completed once final negotiations are completed with the successful bidder.

Questions will be taken until 5pm Alaska Standard time July 13, 2022 and may be emailed to: [oracleerpteam@tananachiefs.org](mailto:oracleerpteam@tananachiefs.org). Questions will be answered and sent via email to all invitees by 5pm Alaska Time July 15, 2022.

Each bidder must submit their proposal via email to the email address below by July 31, 2022 at 5pm Alaska Standard Time.

Oracle ERP Team

[oracleerpteam@tananachiefs.org](mailto:oracleerpteam@tananachiefs.org)

## BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in each responsibility listed in the Scope of Work section as well as experience supporting technical and functional support staff.
- List of how many full time, part time, and contractor staff in your organization
- Anticipated resources assigned to each role (total number, title, experience) including rate structure and draft SLAs.
- Description of experience supporting Oracle 19c Database
- Description of privacy methods and how TCC's data will be secured while in use by incumbent.

## PROPOSAL EVALUATION CRITERIA

TCC is not awarding this contract based on price alone. TCC will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

|  |     |
|--|-----|
| Overall proposal suitability: Bidders must meet the needs included herein and be presented in a clear and organized fashion.                               | 10  |
| Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project. | 10  |
| Previous work: Bidders will be evaluated on examples of their work pertaining to previous work history and experience.                                     | 20  |
| Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this contract                                      | 30  |
| Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.                       | 30  |
| Total Points:  | 100 |

## GENERAL TERMS AND CONDITIONS

### A. Clarification of Terms:

If any prospective candidate has questions about the specifications or other solicitation documents, the prospective candidate should contact in writing, the contract officer whose name appears on the face of the solicitation, no later than five days before the due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer.

### B. Payment Terms

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.

### C. Invoices

Invoices for services ordered, delivered, and accepted shall be submitted by the contractor to the attention of the Purchasing Department and mailed or delivered to TCC at the main address indicated.

### D. Default:

In case of failure to deliver goods or services in accordance with the contract terms and conditions, after due oral or written notice, TCC may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which TCC may have.

### E. Assignment of Contract:

A contract shall not be assignable by the contractor in whole or in part without the written consent of TCC.

### F. Debarment Status:

By submitting their proposal, all candidates certify that they are not currently debarred from submitting proposals on contracts by any organization receiving federal funds, nor are they an agent of any person or entity that is currently debarred from submitting proposals to organizations receiving federal funds.

### G. Applicable Law and Courts:



Any contract resulting from this solicitation shall be governed in all respects by the laws of the State of Alaska and any litigation with respect thereto shall be brought in the courts of the State of Alaska at Fairbanks. The contractor shall comply with applicable federal, state, and local laws and regulations.

#### **H. Qualifications of Candidates:**

TCC may make such reasonable investigations as deemed proper and necessary to determine the ability of the candidate to perform the work and the candidate shall furnish to TCC all such information and data for this purpose as may be requested. TCC reserves the right to inspect candidate's physical facilities regarding the candidate's capabilities. TCC further reserves the right to reject any proposal if the evidence submitted by or investigations of such candidate fails to satisfy TCC that such candidate is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

#### **I. Ethics in Public Contracting:**

By submitting their proposals, all candidates certify that: (1) their proposals are made without collusion or fraud; (2) they have not offered or received any kickbacks or inducements from any other candidate, supplier, manufacturer, or subcontractor in connection with their proposal; and (3) they have not conferred on any TCC employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged.

#### **J. Clarification of Terms:**

If any prospective candidate has questions about the specifications or other solicitation documents, the prospective candidate should contact in writing, the contract officer whose name appears on the face of the solicitation, no later than five days before the due date. Any revisions to the solicitation will

be made only by addendum issued by the contract officer.

## **SPECIAL CONDITIONS**

### **A. Ownership Of Material:**

Ownership of all data, material, and documentation originated and prepared for TCC pursuant to the RFP shall belong exclusively to TCC and be subject to public viewing.

### **B. Proposal Acceptance Period:**

This proposal shall be binding upon the candidate for 60 calendar days following the proposal opening date. Any bid or proposal on which the candidate shortens the acceptance period may be rejected.

### **C. Cancellation Of Contract**

TCC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

### **D. Changes To The Contract**

TCC may order changes within the general scope of the contract at any time by written notice to the Contractor. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give TCC a credit for any savings. Said compensation shall be determined by mutual agreement between the parties in writing.

### **E. Ownership of Work-product**

Any custom code, scripts, or applications produced for TCC is the sole property of TCC and any intellectual property created from the development process belongs to TCC.