

CONTRACTING OPPORTUNITY DESCRIPTION AND APPLICATION FORM

Number: 34391

Title: NetIQ NAM Federate Services

Goods/Services to be Provided: PGW is seeking proposals from vendors to provide NetIQ NAM Federate services, as more specifically described on Attachment 1 attached hereto. The selected Proposer will be required to provide insurance coverage as described on Attachment 2 attached hereto. The selected Proposer will be required to comply with the Electronic Invoicing and Payment Requirements listed in Attachment 3.

Posting Date: June 14, 2021

Application Due Date: June 29, 2021 (2:30 p.m. Eastern Time)

Required

Submissions: Persons and entities who wish to provide the goods and/or services described above must complete this application form and the attached disclosure form and submit a searchable PDF readable by Adobe Reader 7.0 or higher of such documents via pgw.procureware.com on or before the Application Due Date referenced above. The PDF file name should be as follows: PROPOSER_RFP_#####.PDF where Proposer is your company name and ##### is the PGW RFP id number.

APPLICANT INFORMATION

Table with 2 columns and 8 rows: Name, Address, City, State Zip, Email Address, Price (or pricing methodology) to provide described goods and/or services, Relevant Experience (attach additional pages if necessary), Signature of Applicant (or authorized signatory)

Reservation of Rights

Vendor expressly acknowledges that any response to this contracting opportunity, including written documents and verbal communication, regardless of how marked, is not confidential and may be subject to public disclosure by PGW, or any authorized agent of PGW, including but not limited to disclosure under the Pennsylvania Right to Know Law. Any materials submitted or ideas elicited in response to this contracting opportunity shall be the sole and absolute property of PGW, with PGW having title. By responding to this contracting opportunity, Vendor expressly waives any right to designate its response or parts thereof confidential, proprietary, a trade secret, or otherwise exempt from disclosure under any circumstance. PGW reserves the right, at any time prior to execution of an agreement with the selected vendor, to exercise all or any of the following rights and options, which rights and options PGW may exercise to the extent that PGW, in its sole discretion, deems to be in its best interests:

- To negotiate unacceptable provisions incorporated within an otherwise acceptable application submitted in response to this contracting opportunity;
To reject any application that in the sole discretion of PGW is not in the best interest of PGW;
To negotiate with multiple applicants prior to or after a notice of award is issued;
To cancel this contracting opportunity with or without issuing another contracting opportunity; and
To request that some or all of the applicants modify applications or provide additional information following evaluation by PGW.

PHILADELPHIA GAS WORKS

REQUIRED 17-1400 DISCLOSURE

In accordance with the City of Philadelphia’s contract reform legislation, codified as The Philadelphia Code Title 17 Chapter 17-1400, persons and entities who wish to provide goods and services to PGW must provide certain information about contributions they have made to elected City officials or candidates for City offices. Please note that, if selected, you will be required to update such disclosure during the term of your agreement with PGW and for one year thereafter.

Therefore, the following information must be provided to PGW:

1. Did you use any consultant with respect to this RFP or the contract at issue within the prior one year period? If so, you are required to list (in an attachment hereto) the following information for each such consultant: (i) name, (ii) business address, (iii) business phone number and (iv) amount paid or to be paid. YES NO

As used herein, the term “consultant” means any person or entity used to assist you in obtaining a contract through direct or indirect communication with the City, PGW, any City Agency or any officer or employee of any of them, if such communication is undertaken by the person or entity for payment.

2. Have you or any consultant disclosed above made any contributions of money or in-kind assistance within the prior two year period to (i) any candidate for nomination or election to any public office in Pennsylvania, (ii) any individual who holds any such office, (iii) any political committee or state party in Pennsylvania or (iv) any group, committee or association organized in support of any such candidate, office holder, political committee or state party in Pennsylvania? If so, you are required to list (in an attachment hereto) the date, amount and recipient of each such contribution. YES NO

For purposes hereof, (i) contributions made by a person’s immediate family shall be deemed contributions made by that person and (ii) contributions made by an entity’s affiliate or an officer, director, controlling shareholder or partner of an entity’s or such entity’s affiliate shall be deemed contributions made by that entity.

3. Do you intend to use any subcontractors on this contract? If so, you are required to list (in an attachment hereto) the following information for each such subcontractor: (i) name, (ii) business address, (iii) business phone number and (iv) amount or percentage to be paid. YES NO

4. Within the prior two year period, has any City or PGW officer or employee asked (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, to give money, services, or any other thing of value to any person or entity? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of request, (iv) amount requested and (iv) amount of any payment made in response to request (other than contributions listed under (2) above). YES NO

5. Within the prior two year period, has any City or PGW officer or employee directly or indirectly advised (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, that a particular person or entity could be used by you to satisfy any goals in this RFP or contract for the participation of minority, women, disabled or disadvantaged business enterprises? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of advice and (iv) name of person or entity they advised could be used to satisfy such goals.
- | YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

The undersigned hereby certifies that the information provided herein is true and correct as of the date set forth below.

Signature: _____

Title: _____

Name of Entity: _____

Date: _____

(Please Print)

ATTACHMENT 1
Services to be Provided

- • Federate Office 365 with SAML. This should support mobile applications, multi-factor authentication and most other federation-enabled applications. *

**-WS-Federation could alternatively be chosen based to integrate legacy applications that do not support Modern Authentication. Note that Multi-factor Authentication (MFA) cannot be used with WS-Federation.*

- • Implement Kerberos with the Active Directory domain to retain automatic login to Office 365. Currently PGW does not use AD as an identity source in NAM. We would add AD as an LDAP source, thus increasing flexibility with login methods and attribute values.
- • Non-domain joined computers / users would be prompted with a familiar PGW login screen. Using Kerberos fallback authentication when a Kerberos ticket is not present, it will prompt for login.

Additional Enhancements

- • Currently PGW has a single node installation of NAM (1 Administration Console, 1 ID Provider, and 1 Access Gateway). They have recently acquired a load balancer in the DMZ. PGW would require help building and adding secondary nodes to the cluster for high availability / capacity. This is critical as once deployed, a node failure could make critical systems unreachable impacting users directly.
- • PGW is evaluating DUO two-factor authentication. DUO can be integrated directly with IDM via a custom Java authentication class, which enables seamless NAM integration with DUO. PGW will require the class deployed and help with evaluation by enabling it in the test / dev environments.
- • Alternatively, since PGW is licensed for Advanced Authentication, DUO will be made one of the authentication methods. Advanced authentication can provide greater flexibility as can configure even more secure use cases for both simple and complex authentication scenarios.

ATTACHMENT 2
Insurance Requirements

Proposer shall procure and maintain, at its sole cost and expense, insurance with companies carrying an A. M. Best's rating of not less than A- and acceptable to PGW, with coverage limits of not less than stipulated below.

PGW, PFMC, the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds on the General Liability, Automobile Liability and Excess/Umbrella Liability Insurance policies. An endorsement is required stating that Proposer's policies providing Additional Insured status will be primary to any other coverage available to PGW, PFMC, the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents and any insurance maintained by PGW will be excess and non-contributory. No act or omission of PGW, PFMC, the City of Philadelphia and/or their respective officers, employees, directors, boards, commissions and agents shall invalidate the coverage.

- WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY. Workers' Compensation Insurance, as required by statute. Employers' Liability coverage is to be carried with minimum limits of \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease-each employee.
- GENERAL LIABILITY INSURANCE. Commercial General Liability is required with limits of not less than \$1,000,000 for Bodily Injury and Property Damage Each Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate and \$1,000,000 Personal/Advertising Injury. The policy shall also cover bodily injury, property damage (including completed operations and loss of use liability) and personal injury per current ISO form or equivalent including contractual liability, with no care custody and control exclusion. Products/Completed Operations must be included. ISO Contractual Liability Limitation Endorsement #CG21391093 shall not apply to this Agreement. Such policy must contain a "Severability of Interests" clause. This insurance shall be excess over any other insurance, whether primary, excess, contingent or on any other basis that is available to the Proposer or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the Proposer has been included as an Additional Insured. PGW, PFMC, the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- AUTOMOBILE LIABILITY INSURANCE. Business Automobile Liability covering all owned, non-owned and hired autos is required with limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such policy must contain a "Severability of Interests" clause. PGW, PFMC, the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- EXCESS/UMBRELLA LIABILITY INSURANCE. Proposer shall provide evidence of Excess/Umbrella Liability Insurance with limits of not less than \$2,000,000 in any one claim or occurrence. The Excess/Umbrella policy shall follow form and be excess of all underlying insurance required by this contract except Professional Liability/Errors & Omissions coverage as outlined below. PGW, PFMC, the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- PROFESSIONAL LIABILITY/ERRORS & OMISSIONS COVERAGE. Evidence of Professional Liability/Errors & Omissions including Cyber Liability coverage must also be provided with limits of

not less than \$1,000,000 Per Occurrence/Aggregate or Per Claim or Loss/Aggregate with a deductible not to exceed \$100,000. Errors & Omissions Insurance shall be applicable to any occurrence arising out of the performance of services pursuant to any statement of work between the parties and, if applicable, shall cover liability arising from information technology services including, but not limited to, intellectual property infringement, privacy infringement, software development services and computer or electronic information technology services. Under an occurrence form, coverage required shall be maintained in full force and effect under the policy during the contract period. Under a claims made form, in the event coverage is terminated, continuous coverage must be included with Extended Discovery Period or "tail" coverage. Tail coverage must be maintained for a period of not less than three (3) years. This insurance shall be primary with respect to any other insurance or self-insurance programs afforded the Proposer.

- FIDELITY/BLANKET CRIME INSURANCE. Evidence of Fidelity/Blanket Crime Insurance with an Employee Dishonesty limit of not less than \$1,000,000 shall be submitted to PGW prior to the commencement of services. The Proposer must maintain third party property (includes money, securities and other properties) coverage under Crime policy.

Attachment 3
Electronic Invoicing and Payment Requirements

Invoicing

PGW utilizes a paperless procurement process. In conjunction with that process, vendors are required to remit all invoices electronically via email to APPOinvoices@PGWorks.com in order for PGW to process payments. If you need assistance, or if you have any questions, please call PGW Accounts Payable on 215-684-6980, and an account payables accountant will assist you with the process.

1. All invoices must be emailed to the following email address:
APPOinvoices@PGWorks.com
2. File format:
 - a. Searchable PDF file readable by Adobe Reader 7.0 or higher
 - b. Single sided or double sided invoices are acceptable
Size can be either 8x11 or 11x14
3. Remittance: Single invoice per PDF file
4. Email: Unlimited number of PDF files (invoices) can be attached to a single email
5. Invoices: Must be clear and readable

Electronic Payment

PGW utilizes a paperless procurement process. In conjunction with that process, vendors are required to register for PGW's PayMode/Bottomline Technologies in order for PGW to make electronic payments. If you are not a Paymode member please enroll at www.Paymode.com/PhiladelphiaGas. You will be required to identify a contact with an email address and a telephone number and upload a W-9 form and banking documentation (voided check) to verify company and banking information. If you are already a member, please call 1-877-443-6944 and an operator will assist you in verifying your company information for PGW. Until activation you will receive a check in the mail for payment, therefore a W-9 form must be submitted to PGW as well.

1. Enroll at www.Paymode.com/PhiladelphiaGas
2. Must provide BOA/Paymode an email address and telephone number
3. Must upload W-9 form to BOA/Paymode
4. Must upload banking information (voided check) to BOA/Paymode
5. BOA/Paymode contact information is 1-877-443-6944

Attachment 4
Best and Good Faith Efforts Form

Philadelphia Gas Works (PGW) has established an anti-discrimination policy relating to the participation of Minority, Women, Veteran, and/or Disabled Owned Business Enterprises collectively known as Disadvantage Business Enterprises (“DBEs”) in contracts and in workforces, which policy is designed to provide equal opportunity for all businesses and persons to assure that its funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. Proposers must complete Attachment A (Demographic Survey), attached hereto and submit same with their proposals. For this project, PGW has not established ranges for the participation of DBEs, but proposer is encouraged to exercise Best and Good Faith Efforts to include DBEs in this proposal and in proposer’s supply chain. “Best and Good Faith Efforts” are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful participation of DBEs in the work described in this proposal. Each proposer must exercise its “Best and Good Faith Efforts” to include DBEs in its proposal. Proposer’s desire to self-perform all of the work does not excuse proposer from its exercise of Best and Good Faith Efforts. In furtherance of such purpose, each Proposer may employ some or all of the following methods:

1. Contact DBEs that reasonably could be expected to submit a quote before the proposal date and notify them of the nature and scope of the work to be performed.
2. Break down or combine elements of work into economically feasible units to facilitate DBE participation.
3. Work with trade, community, or other organizations that provide assistance in recruitment of DBEs.

Furthermore, as a shared service, PGW offers the Office of Economic Opportunity(OEO) Registry of certified DBEs maintained by the OEO as a resource for sourcing and soliciting available DBEs for this project. The registry is available online at www.phila.gov/OEO/directory. Firms owned and controlled by minority persons, women, veteran, or disabled persons, which are certified DBEs by an approved certifying agency, may apply to the OEO for listing in its OEO Certified Vendor Registry. Proposers are also encouraged to identify any DBEs that will be used by proposer if successful, by completing Attachment B (PGW’s Best and Good Faith Efforts Solicitation for Participation and Commitment Form), attached hereto and submit with proposal.