



DATE: February 18, 2016

TO: All Potential Proposers

FROM: Valerie Rolandelli
Associate Vice President
301-985-7895

RE: RFP 91372 – MEEC IT Professional Consulting Services
Addendum #2 dated 02/18/2016

The following amends the above referenced Solicitation documents and is issued to all potential Proposers. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal submittal.

1. The due date and time for **Technical Proposals REMAINS as Friday, February 26, 2016, on or before 11:59 p.m.** Per Section I of the solicitation document, Technical Proposals are to be provided electronically to the Issuing Office (Paragraph 2) in accordance with Proposal Closing Date/Due Date and Time (Paragraph 6). Late proposals cannot be accepted.
2. Attached please find a Questions with Responses Log. This log responds to the balance of the questions received by February 12, 2016 (the due date for questions to be submitted). See responses to Questions 46 through 56.

Attachment: Questions with Responses Log – RFP 91372

End of Addendum 2 dated February 18, 2016

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91372

TECHNICAL PROPOSAL DUE DATE: **Friday, February 26, 2016 on or before 11:59 pm EST.**

RFP FOR: MEEC IT Professional Consulting Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u> 1 </u>	dated <u>02/15/2016</u>
Addendum No. <u> 2 </u>	dated <u>02/18/2016</u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>
Addendum No. <u> </u>	dated <u> </u>

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM

	Addendum No.	Solicitation Section	Solicitation Reference	Question	UMUC Response
Questions - Addendum No. 1					
1.	1	Appendix A	page 34 – Staff Resources Chart	Can you please clarify if these are the number of FTE’s we currently have as employees on active payroll or is this the number that we can provide as a result of our network from current/prior engagements?	The column for “W-2’s staff” is for the number of FTE’s the firm currently has as employees on active payroll. The column for “1099 Staff” is for consultants that the firm could provide as a result of its network of consultants.
2.	1	Section III, Article 1 Technical Proposal Requirements	Page 20 of 72, Section 2.1 Firm Profile :	Can the vendor supply <u>ONE Firm Profile response</u> to address all <u>SIX</u> IT Professional Consulting Services category (ERP Implementation, Change Management/Strategic Planning, Technology Management, Transition to Cloud, and Analytics) including the sub-set of questions <u>—OR—</u> just the vendor need to response with <u>SIX responses</u> to each IT Professional Consulting Services categories including the sub-set questions?	Yes, the Vendor can supply one firm profile, however, it must provide sufficient information so that the Evaluation Committee can evaluate the firm’s profile in all of the IT Professional Consulting Services for which the Proposer wants to be considered.
3.	1	Section III, Article 1 Technical Proposal Requirements	Page 22 of 72 : 2.2 Firm Experience	Can the vendor supply <u>THREE Firm Experience response</u> to address all <u>SIX</u> IT Professional Consulting Services category (ERP Implementation, Change Management/Strategic Planning, Technology Management, Transition to Cloud, and Analytics) including the sub-set of questions <u>—OR—</u> just the vendor need to response with <u>THREE responses</u> to each IT Professional Consulting Services categories including the sub-set questions?	Yes, the vendor can supply 3 Firm Experience responses to address all 6 IT Professional Consulting categories, however, sufficient evidence/information of the services provided for each of the clients must be provided so that the Evaluation Committee can evaluate the firm’s experience in all of the IT Professional Consulting Services for which the Proposer wants to be considered.

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4.	1	RFP Section III, Article 1 Technical Proposal Requirements	Paragraph 2.9 – Acknowledgement of Review of USM/MEEC Master Agreement	RFP Section III, sub-section 2.9 indicates any exceptions to the terms and conditions of the Master Contract be provided with the technical proposal, while #9 of the Transmitter Letter-Technical Proposal requires a signature of the bidder indicating it accepts the terms and conditions “as is.” If bidders wish to include exceptions with their proposal, must they still sign #9 or can bidders include a clarification statement with the signature to #9 indicating it wishes to discuss its included exceptions?	Proposers may include a clarification statement with the signature to #9 indicating it is providing exceptions to the Contract. The Technical Proposal must include any contract exceptions. Refer to Section II, Article 1, Paragraph 2.9 for information regarding contract exceptions. For brevity, USM/MEEC only listed the title of the paragraph on the transmittal letter.
5	1	Appendix A	Bid/Proposal Affidavit	While we agree with most of the content of the required affidavits and, specifically, of #6 of the Transmittal Letter-Technical Proposal: the Bid/Proposal Affidavit (as also referenced in Section C of the ‘Contract Affidavit’), it may need to include certain clarifications or amendments to sign the affidavit(s) accurately. Can bidders clarify or amend the content of the affidavit(s) inclusive of specifically the Bid/Proposal Affidavits in order to accurately sign them?	Bid/Proposal Affidavits MUST be completed and signed ‘as is’. Revisions or amendments to the affidavit will not be accepted by USM/MEEC. The affidavit is prescribed by Maryland law.
6	1	Section II	Scope of Work	Is MEEC looking for IT Consulting outside of ERP Systems? The RFP is geared to ERP. But makes mention of “other IT services”.	Per Section I, Paragraph 1.2: “MEEC will require a <u>full range of IT Professional Consulting Services Contractors</u> to assist in the effort of developing, maintaining and optimizing existing and new IT systems for MEEC members, <u>primarily for ERP systems</u> , including cloud based and/or self-hosted

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					solutions.” Per Section II, Paragraph 1: The purpose of the IT Professional Services Initiative is to select multiple IT Professional Services Contractors capable of partnering with the USM/MEEC and its Members to provide ongoing ‘on-call, as needed’ services related primarily for ERP systems used in an educational environment, however, the resulting contracts may also be used for adhoc consulting for a variety of technology organizational and system needs. Throughout the RFP document, it states ‘primarily ERP systems’, so it is not limited to professional services for only those systems. Refer also to the categories of services stated in Section II, paragraph 2.1.
7	1	General	Solicitation Schedule	Are the technical proposal and the price proposal are due on the same day i.e. February 26, 2016, on or before 11:59 p.m?	NO, Per the RFP, Solicitation Schedule, on page 3, ONLY the Technical Proposal is due on February 26, 2016, on or before 11:59 pm.
8	1	Section II	Scope of Work	What are the Oracle modules that are implemented and in use? What is the current version of these applications?	This can vary widely from MEEC Member to MEEC member. This information would be provided in a Task Order Request for Proposal (TORP) issued by a Buying MEEC Member as may be applicable to the work to be provided.

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9	1	Section II	Scope of Work	For how long is the current version of the Oracle applications running?	See response to Question 8 above.
10	1	Section II	Scope of Work	How stable are the current applications (in scope)? What are the current challenges and pain points?	See response to Question 8 above.
11	1	Section II	Scope of Work	What is the support hours expected for Application Managed Service (8x5, 16x5, 24x7 etc.)? If so which applications will require round the clock support?	See response to Question 8 above.
12	1	Section II	Scope of Work	In which onsite location should our resources be staffed to or provide Professional Consulting Services ?	All MEEC Members are located in Maryland, however, some users are global. This would be addressed in the Buying MEEC Member's TORP.
13	1	Section II	Scope of Work	Is the IT application roadmap established? If so, can you provides us your future roadmap for us to understand the Professional Consulting Services required.	See Response to Question 8 above.
14	1	Section II	Scope of Work	Who supports the applications in scope? Is it in-house or outsourced to a vendor?	See Response to Question 8 above.
15	1	Section II	Scope of Work	What is the mode of connectivity for the resources working remotely?	See Response to Question 8 above.
16	1	General		What is the background on why MEEC issued this RFP at this time? Are there immediate needs anticipated among MEEC's members?	MEEC Members have expressed interest to the MEEC Executive Director for such service contracts. Technology needs are constantly and consistently being identified. There

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					are no immediate needs known at this time.
17	1	General		How many firms received this RFP?	This is an open procurement. Any firm who requests the document may receive it.
18	1	General		Does MEEC have a target for the number of service providers with whom it would like to establish Master Contracts?	No, MEEC does not have a pre-disposed number of Master Contracts that will be established.
19	1	General		Has MEEC worked with vendors previously for similar services? If so, how many vendors were selected as a result of those RFP efforts? How many Master Contracts resulted from those efforts?	MEEC has never procured Master Contracts for IT Professional Consulting Services. Buying MEEC Members may have such contracts that may have been procured by its own organization/institution. A listing of current MEEC contracts may be found at http://meec-edu.org/ see tabs "hardware"; "software"; and "services".
20	1	General		Can you provide a brief overview of the types of engagements where you have previously engaged outside support? If possible, can you include a description of the work and approximate size of the engagements?	This may vary widely from Buying MEEC Members. Engagements could be for a variety of needs (such as assessments for new initiatives to new implementations of selected technology systems.)
21	1	General		We understand that there are no guarantees that MEEC will issue any task orders and no minimum dollar amounts shall be committed. However, does MEEC anticipate an estimated volume of project work that may occur under these Master Contracts?	MEEC does not have an estimated volume of project work. However, it is known that MEEC members often utilize Master Contracts as purchases made under such Master Contracts are very favorably priced; contract terms and conditions have been negotiated;

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					and the required procurement process is minimal.
22	1	Section II	Scope of Work	What products and tools are currently deployed by MEEC's members in regard to the in-scope areas described in the RFP?	These vary widely among the MEEC members. There are not standard products and/or tools that apply to all MEEC members.
23	1	General		Are there current plans among MEEC's members to address any of the in-scope areas described in the RFP imminently (e.g., within the first 3-6 months of establishing the Master Contracts)?	None that are known at this time.
24	1	General		Are there any strategic direction documents, blueprints, etc., related to Cloud solutions that have been developed by MEEC or a prior consultant? Are those deliverables shareable to use as a starting point in our bid?	This would vary widely among MEEC members. It would not be possible to address this question for all MEEC members. Each Task Order Request for Proposal (TORP) from a Buying MEEC Member would address such direction.
25	1	General		Do MEEC's members leverage specific training methodologies and/or firms today? If so, what are they?	See response to Question 8 above.
26	1	Appendix C	Sample Contract	Can you send us the Terms and Conditions that you will desire to use for this agreement? When will the Sample Contract be issued to potential proposers?	The Contract that will be issued to the Master Contractors is attached to this Addendum 1. Per the RFP, Section I, Paragraph 9: "By submitting an Offer (i.e. the firm's Technical and/or Price Proposal, either individually or collectively, is/are considered an Offer), the Contractor warrants that

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					<p>they have reviewed Appendix C and will execute a contract a) in substantially the same form and b) with these mandatory terms and conditions upon request by USM/MEEC. The awarded Master Contractors should not assume that any term and condition of the Master Contract is negotiable.” Per Section III, Article 1, Paragraph 2.9, within the Technical Proposal, Proposers are to: “Acknowledgement of Review of USM/MEEC Sample Master Contract: Per Section I, Paragraph 9, the Proposer is to warrant that they have reviewed Appendix C and will execute such a contract upon request by USM/MEEC, as may be negotiated. Any exceptions to the USM/MEEC Sample Master Contract are to be provided in the Technical Proposal. Proposer is to also acknowledge that USM/MEEC is under no obligation to accept such requested exceptions and, as a result of such exceptions, may elect to find the Proposer not susceptible of the award(s) of the Master Contract(s).”</p> <p>Due to the magnitude of Master Contracts that are anticipated to be awarded by USM/MEEC as a result of this solicitation, it is anticipated that</p>

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					minimal negotiations of terms and conditions will occur.
27	1	Section III, Article 2	Evaluation of Technical Proposals	RFP page 26, Section III, Article 2 – Evaluation of Technical Proposals identifies multiple evaluation elements in subsection 1.3.1 parts a through l. Is there a distribution of points assigned to the parts a through l for the MEEC evaluation?	Section III, Article 2- Evaluation of Proposals, paragraph 1.3.2 lists the order of importance of the technical criteria. The Evaluation Committee is not required to utilize points in the evaluation process.
28	1	Section III, Article 2	Evaluation of Technical Proposals	RFP page 27, Section III, Article 2 – Evaluation of Technical Proposals identifies multiple evaluation elements in Subsection 1.3.2 parts 1 through 3, with reference to Section III, Article 1, Paragraphs 2.1 through 2.4. Is there a distribution of points assigned to the parts 1 through 3 on page 27 or 2.1 through 2.4 on pages 20-24?	See response to Question 27 above.
29	1	Section III, Article 1	Technical Proposal	Is there a maximum or preferred page length for the technical proposal response?	No, there is not a maximum or preferred page length, but we do ask that Proposers be succinct in their responses.
30	1	Section I	Paragraph 10. Term of Contract	If a Contractor responds to the above referenced RFP and is not awarded a Master Contract, would they be permitted to respond again during an Expansion Window mentioned on page 10 of the solicitation?	Yes

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31	1	Section II, Article 2	Evaluation of Proposals	Who will be on the reviewing panel?	A cross section of MEEC Members will comprise the Evaluation and Selection Committee. Individual names of evaluators and the individual MEEC member organization they represent are confidential.
32	1	Section II, Article 1 and Section II, Article 2	Technical Proposal Requirements and Evaluation of Proposals	How heavily will references be weighted? If an Education Customer cannot be identified for a section of this RFP will that disqualify the proposal?	Refer to Section III, Article 2, Paragraph 1.3.2 for the relative weight of the technical criteria. Refer to Section III, Article 1, Paragraph 2.2, regarding Firm Experience: “.... A minimum of one (1) project/contract must be for an educational client, with higher consideration in the evaluation if more than one is for an educational client.” By this statement, educational experience is very important to USM/MEEC.
33	1	General		When responding - if we are responding to 2 categories – can we answer in one document with two sections?	Yes
34	1	General		If a provider has a Master Agreement, can they offer services outside the “awarded category” to the members?	Not under the resulting Master Agreement or any TORP issued by a Buying MEEC Member under the Master Agreement.

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35	1	Section II, Scope of Work and Section III, Article 3, Price Proposal		If a company is on this contract, are the prices set – or is there additional negotiation done within the individual scopes of work?	Refer to Section III, Article 3, Price Proposal and Section II, Paragraph 3.1 (a) (2) (g) for answers to this question.
36	1	General		Of the work being done under this agreement – what is the breakdown of work that is K-12, vs Higher education?	This is unknown and cannot be quantified.
37	1	Section III, Article 4	Paragraph 3.	What is the scoring weight of technical to price?	We have provided the relative weight by saying that ‘technical weighs greater than price’. As a result, awards may be made to a proposal with a higher technical rankings even if its cost proposal is not the lowest.
38	1	General		Who are the current master contract holders used to procure the services outlined in this RFP for USM/MEEC?	There are no current master contract holders for these services. See answer to Question 19.
39	1	General		How will Task Order Request for Proposals (TORP) be distributed to Master Contract holders? For instance, via email, online posting at a single site, online postings on MEEC member sites, or another method?	The Buying MEEC Member will be responsible for the distribution of TORPs. Buying MEEC Members will comply with their own procurement policies and procedures regarding distribution of TORPs.

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40	1	Section II Scope of Work		Does USM/MEEC anticipate a heavier volume of implementing one specific ERP system? If so, which one?	This will vary from MEEC Member to MEEC Member. The ERP systems most commonly used have been provided as examples within the RFP.
41	1	Section II Scope of Work		Can USM/MEEC please clarify how it will determine which IT Professional Consulting Category TORPs will be released under? For instance, if the scope of a TORP is to provide change management for an ERP implementation, will the TORP be released under the ERP Implementation, Upgrade and Integration Category or the Change Management/ Strategic Planning Category? Similarly, if a TORP is for Project Management for an ERP implementation, would the TORP be distributed to all contract holders whose master contract includes at least one of those applicable categories?	Determination of which category or categories to distribute a TORP will be at the discretion of the Buying MEEC Member.
42	1	Section III, Article 1	Section 2.1 Firm Profile	Page 20, Section 2.1.a. requests that the Offeror provide number of employees by job category. However, Section 2.4.2 also requests the Offeror complete the form entitled, "Matrix of Available Staff Resources by Positions" that was provided in an attachment. Please clarify if the request in Section 2.1.a also refers to the "Matrix of Available Staff Resources" Form? If so, please confirm that Offerors should only	Section 2.1.a Firm Profile requests that Offerors provide the number of employees by job category across the entire company for all products and/or services provided by the Firm. Section 2.4.2: The "Matrix of Available Staff" for IT Professional Consulting is to be completed to indicate the number of available staff specifically for IT Professional Consulting Services that

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				submit the Matrix as an appendix per the instructions in Section 2.4.2 and should not include this information in the Firm Experience Section. If not, please clarify what information USM/MEEC would like to see in the Firm Experience Section.	would be available to Buying MEEC Members. Please note that Section 2.1 is Firm Profile and Section 2.2 is Firm Experience . The author of the question has used “Firm Experience” when it should have been “Firm Profile”. (See highlighted words in question.)
43	1	Section III, Article 3		Page 26, Section 1.3 states, “After compliance with the mandatory requirements...” Can USM/MEEC please clarify what are the mandatory requirements?	The mandatory requirements are to provide responses to Section II, Article 1, Paragraphs 2.1 through 2.9.
44	1	Appendix S	Section 2	Appendix S, Section 2, states that “Proposers must paginate each proposal volume and are requested to provide tabs to separate response to the technical criteria.” As Offerors proposals are to be submitted electronically, please clarify the request to provide tabs in the technical proposal.	Delete the request to ‘provide tabs’.
45	1	Section II Scope of Work		Can you provide us the IT application landscape that should be supported as part of this RFP?	This will vary widely from MEEC Member to MEEC Member. The RFP includes some examples of applications. See Question 8 above.

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46	2	Section II	Scope of Work	We are not certified partners or affiliates with any ERP platforms. We clearly note that the RFP states a preference for suppliers with such partnerships. How will this affect the evaluation of a technical proposal?	Per the RFP on page 12, paragraph 3, “It is <i>preferred</i> , and for some TORP’s will be required, that the Contractor be a certified partner or affiliate of the software for which it is proposing professional services.” By this statement, it is not a requirement that Proposers have this affiliation as for some Buying MEEC Members TORP’s, this may not be a requirement. Potential Proposers for the Master Contracts will need to make a business decision as to how their business focus matches MEEC’s requirements and preferences. We cannot say how non-affiliation with an ERP will be evaluated by the Evaluation Committee.
47	2	Section II	Scope of Work	Please provide us the geographic distribution of users across applications.	MEEC members are located in Maryland, however, some MEEC members have out-of-state and international programs. The specific TORP will address the geographic distribution of the applicable application. If out-of-state or international travel is required by the specific TORP, such travel would be a reimbursable expense. (Fully loaded hourly rates for onsite work will be applicable for travel to and from a Buying MEEC Member’s site in Maryland.

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48	2	Section II	Scope of Work	What languages are in scope for this engagement?	It is anticipated that English is the only language that will need to be supported, however, other languages, such as, but not limited to, Spanish, may be required for specific TORP's at the discretion of the Buying MEEC member.
49	2	Section II	Scope of Work	Does "change management/strategic planning" refer specifically to projects relating to Information Technology (e.g., IT strategic planning) or also to more general business issues and planning as well?	This applies specifically to projects relating to Information Technology.
50	2	General		If we are skilled in more than one technology solution (i.e., ERP Product X), can we bid all service categories under one technology solution because we believe we have capability for that ERP Product in all service categories. On the other hand, for some other technology solutions (i.e. ERP Product Y), where we might have less experience across all 6 service areas, but good experience in some of the services areas, could we then propose on fewer service categories for that technology(ies)?	Yes, this is acceptable. However, Proposers must be very clear in the technical proposal which IT Category(ies) they are proposing for each technology application, and which Firm Experiences apply to each of these IT Categories and/or technology applications.
51	2	General		"Other Technology Consulting". Do you have a definition of other?	See Page 14, Paragraph 2.2.4 "Limited time, ad hoc consulting efforts." MEEC is trying to be as flexible as possible so that the Buying MEEC Members may broadly interpret the use of the Master Contracts for isolated tasks of limited duration aimed at the resolution of one or more specified issues that may cover either technical or functional areas.

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52	2	Section III, Article 1	Page 23, Paragraph 2.4.2 Staffing Plan	Are you interested in roles other than those listed in the chart with Labor Categories?	There are spaces on the form for "Other Positions"; these may be added at the discretion of the Proposer. The Labor Categories must pertain to the IT Professional Consulting Services for which the vendor is proposing.
53	2	Section III, Article 2	Evaluation of Technical Proposals	Will proposals submitted against multiple IT Professional Consulting Services categories be evaluated as a whole for award or will MEEC evaluate the proposal against each IT Professional Consulting Services category separately for award?	The evaluation will be by IT Professional Consulting Services Category since multiple awards by category are possible. With that said, a Proposer may be awarded one contract for several or all of the IT Professional Consulting Services as deemed in USM/MEEC's best interest.
54	2	General		How many MEEC member organizations were involved or consulted in the development of this contract vehicle?	An appropriate cross section of MEEC members were involved in the development of the solicitation.
55	2	Section III, Article 2	Paragraph 1.1	Who are the members of the USM/MEEC Evaluation Committee?	See response to Question 31 above.

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56	2	Section I	General Information, Paragraph 1.3	Section 1.3: Please identify other vehicles or distribution channels Task Orders for Proposal (TORP) related to services requested under this MEEC contract may be used. Will there be exclusivity to the contractors selected and awarded under the Master Contract to the TORPs? Please state the conditions under which MEEC, the UMUC acting on behalf of the MEEC, or the schools themselves could issue TORPs or RFPs, possibly a State vehicle for essentially the same work.	The resulting Master Contracts will not be exclusive. Buying MEEC Members can access any existing contract that is available for its use and in compliance with the Buying MEEC Member's procurement policies and procedures. MEEC members are both public and private entities, so the ability to utilize the Master Contracts (or any other cooperative agreement) will vary from member to member. Examples of cooperative contracts that may be available to members include, but is not limited to, CATS+, WSCA, Internet 2, E&I, GSA Schedule IT-70, US Communities, other educational institutions, and so forth. Per Section III, Article 3, Price Proposal Requirements, MEEC is expecting that the shortlisted vendors provide 'considerably discounted from normal educational rates' that will make the resulting MEEC IT Professional Consulting Services Master Contracts extremely attractive to its Members.