



**Solicitation Information
March 12, 2013**

Addendum #3

RFP # 7461237

**TITLE: INFORMATION TECHNOLOGY & REAL ESTATE CONSULTING
SERVICES**

Submission Deadline: MARCH 22, 2013 AT 2:30 PM (ET)

ATTACHED ARE THE FOLLOWING:

- 1. VENDOR QUESTIONS WITH STATE RESPONSES FOR BOTH E-MAILED QUESTIONS AND QUESTIONS ASKED AT THE PRE-PROPOSAL MEETING HELD ON MARCH 11, 2013.**
- 2. FLOOR PLANS FOR BUILDING AT 150 SOUTH MAIN ST., PROVIDENCE, RI**
- 3. SIGN-IN SHEETS FOR THE 3/11/13 PRE-PROPOSAL MEETING.**

NO FURTHER QUESTIONS WILL BE ANSWERED.

**Gail Walsh
Chief Buyer**

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Questions Received through E-Mail

1. I would appreciate if you could kindly obtain a clarification for me. The following text on page 8 Clause 3.1 – SERVICE PROPOSAL states that “***RIAG office will not consider proposals that offer services through sub-contractors.***”

Does this mean that we cannot partner with another company to offer a response for this bid?

ANSWER: It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories who, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

2. To what extent is the awarded vendor expected to provide implementation services for all the projects listed within the RFP?

ANSWER: The answer is 100% of the services requested in the RFP will be implemented using the selected vendor unless the items being implemented are already on the state’s master price agreements.

3. Does the state expect to make multiple awards for this procurement or will the work be handled by a single vendor?

ANSWER: The state intends on using a single vendor unless the responses demonstrate the state would receive better value dividing the services.

4. The state lists the following IT initiatives that the winning vendor is expected to work on:

Year One

- HARDWARE REFRESH
 - _ Server Compute Platform
 - _ In House SAN Storage
 - _ Edge Switch Platform
 - _ Backup / DR Solution w/possible private cloud storage
 - _ User Workstation / VDI - Zero Client implementation
 - _ Secure wireless access in all AG locations
- E-MAIL
 - _ Exchange Server refresh or possible cloud hosting
- END USER PRODUCTIVITY
 - _ Mobile Devices
 - _ Necessary Desktop devices
- SECURITY
 - _ Web based remote workplace functionality
 - _ Network Access Control
 - _ Mobile Device management
- CASE MANAGEMENT
 - _ Enhancements
 - _ Precious Metals & Pawns

Year Two

- SOFTWARE
 - _ Server OS Refresh
- VOICE
 - _ VOIP solution with new handsets

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_ 3G/4G Cellular Amplifier / Antenna for basement and 1st floor of 150 South Main St.

• BUSINESS APPLICATIONS

_ Consolidate Database Platforms

_ Merge outstanding legacy databases table data into CMS

Rhode Island Department of Attorney General

Year Three

Data Retention

• Historical Data

_ Video Library

_ Data Archive

_ Email Archive

Does the state have any plans to procure some of these initiatives from the private sector in the future? If so, would the awarded vendor for RFP 7461237 be precluded from bidding on any subsequent RFPs?

ANSWER: After discussion, it was determined that, should the state procure any of the above after the consulting services are completed, the vendor selected for this RFP may not bid on any of the subsequent work for equipment or services. State master price agreements would be used whenever possible.

5. Page 6, Section "Instructions to the Bidders" mentions State's Minority Business Enterprise (MBE) requirements and state's goal of 10% participation by MBEs in all State procurements.

- a. Is this a mandatory requirement for this RFP? **ANSWER: It is a goal.**
- b. How will it be weighed during proposal evaluation? **ANSWER: It is not weighed during proposal evaluation.**
- c. Can this requirement be addressed after the contract is awarded? **ANSWER: MBE participation will be requested of the successful vendor. Contact information for the MBE office may be found on Page 6 of RFP #7461237.**

6. Who are the RIAG project liaisons for Task Order 1 and Task Order 2? What percentage of their time will be dedicated for the IT and Real Estate project work-streams?

ANSWER: Task orders one and two will be performed by Christopher Cotta, Director of Administration, Joseph Rodrigues Director of Information Technology and William Masse Director of Operations. These individuals will provide historical information and current information related to each task. Time allocation committed to the project is difficult to estimate at this time as there is insufficient data regarding the proposed project work streams being proposed. Sufficient time will be allocated to ensure the selected vendor has as much availability as needed.

7. Project Funds:

- d. What percentages of the funds have been allocated for IT and Real Estate improvement programs in the next three years? **ANSWER: There has been no allocation of funds determined at this point regarding either IT or Real Estate Improvements over the next three years.**
- e. Has the governance for approving and equitably sharing the funds (such as the Federal Fund Accountability Committee and Expenditure Authorization Protocol) been established? **ANSWER: The governance of equitably sharing funds has authorized and approved the expenditure of funds to achieve the goals of this RFP.**

8. What is the expected start date for Task Order 1 and Task Order 2? **ANSWER May 1, 2013**

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9. What will be the next steps for selecting/approving the proposed value added services?

ANSWER: The steps for selecting and approving the proposed value added are the same as outlined under section seven on pages 14-18 of the RFP.

10. Question 1: Page 6, last sentence of the first bullet states: Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontract(s) to be used is identified in the proposal.

However, the last sentence on Page 8 states: RIAG office will not consider proposals that offer services through sub-contractors. Also, on page 17, section 7.1 V) states that a score of "No" to any of the following questions may result in the Bidder being disqualified for further consideration. Bullet V) Is Bidder the prime vendor for all the services proposed and has not included any subcontracted work in the proposal?

Can you clarify whether subcontractors are allowed or not.

ANSWER: Please see answer to Question 1.

11. Question 2: Will a teleconference line be made available for the pre-proposal conference scheduled for 11 March? ***ANSWER NO***

12. Question 3: Are there any page limits for the various sections of the proposal? ***ANSWER NO***

13. The State references a goal of 10% participation by MBE; however there is also a statement that no subcontractors are allowed to be part of the response. Unless a MBE is responding directly, a vendor would be required to use a subcontractor to meet the 10% requirement. Can the State please confirm that to meet the 10% goal vendors will be allowed to use MBE subcontractors.

ANSWER: Please see the answer to Question 1.

The vendor(s) should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253, visit the website at www.mbe.ri.gov, or contact charles.newton@doa.ri.gov.

14. If a vendor bids and is successful with this RFP, will they be precluded from providing hardware, services or additional products associated with this assessment?

ANSWER: After discussion, it was determined that, should the state procure any of the above after the consulting services are completed, the vendor selected for this RFP may not bid on any of the subsequent work for equipment or services. State master price agreements would be used whenever possible.

15. There is some conflicting information throughout the RFP regarding the use of subcontractors? For example, page 6, first bullet, states "Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal". However, page 8, last line, states "RIAG office will not consider proposals that offer services through sub-contractors". Please verify whether or not subcontractors are allowed to be incorporated into Vendor responses.

ANSWER: Please see answer to Question 1.

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16. If subcontractors are allowed, will they be required to provide executed RIVIP Generated Bidder Cost Forms and W-9s?

ANSWER: *Please furnish executed RIVIP Generated Bidder Certification Forms for all subcontractors. W-9's are not required because the State will not make payments to subcontractors.*

17. Is there a timetable that RIAG has for the completion of any renovations and/or relocation(s)?

ANSWER: No applicable or predetermined timeline has been formulated at this time.

18. The RFP States on page 9, section 3.2, Task Order 1 and Task Order 2 that "Task orders be performed on a fixed price basis" "(the price can be negotiated during the scoping/planning phase of the project)". These statements seem contradictory. Please clarify the statement.

ANSWER: Fixed prices can and will be determined through the negotiation process.

SUBJECT: PRE-PROPOSAL MEETING - 3/11/2013, 2:00 PM

Session kickoff by Christopher Cotta, Director of Administration RI Attorney General

Chris Cotta introduced the subject matter and purpose of meeting.
Sign in sheet was distributed for all vendor attendees.

C. Cotta addressed the purpose of the language specific to "subcontractors" contained in the RFP. The objective of the language is to preclude vendors from subcontracting a large portion of the initiative to various companies scattered all over the country. We require that the prime responders serve as the primary party responsible for the entire project and, to utilize subcontractors where the skills needed are outside of their core skills. However, regardless of the use of subcontractors, the responses should clearly indicate the use of "subcontractors" for specific tasks, activities or objectives of the RFP.

C. Cotta addressed questions specific to length of proposal response as having no limit on response length.

Vendors Attending:

The Skyline Group Inc.
Ernst and Young
Lighthouse Computer Services
Dell
Peregrine Group (Real Estate)

New Questions from Session:

John Higgins - Skyline Group

Have any Studies on the evaluations of projects been done?

(Response from Chris Cotta) No we have not and want the vendors to address their recommendations in their proposals.

Is there a schedule set for projects?

(Response from Chris Cotta) No. We have laid out a term estimating our objective over 3 years; however, the length of time has not been scheduled or predetermined.

Is there a date for the expiration of Federal funds associated with the RFP?

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(Response from Chris Cotta) No. The funds have been secured, if additional funds are needed the RIAG will undergo a review process and make the appropriate decisions based on the needs.

Mike Adams - Lighthouse Computer Services

Are there any predetermined technologies that are barred or prohibited from the RFP?

(Response from Chris Cotta) No. We highlighted our goals in the RFP and are looking for the responses to address the overriding goals outlined in the RFP.

Ritu Manajan - Ernst & Young

Are only MBE vendors allowed or preferred?

(Response from Chris Cotta) No. The policy is to evaluate all responses equally and weigh the overall responses equally. All things being equal an MBE vendor may have a higher weighing factor.

Can the use of subcontractors be brought up following award of contract?

(Response from Chris Cotta) We expect that the responses will clearly highlight where the use of subcontractors will occur. For specific and unique solutions the use of subcontractors should be leveraged but the proposal should identify this clearly.

Tim Bernard - Lighthouse Computer Services

If necessary, due to the short timeline, can an extension be requested for the RFP delivery?

(Response from Chris Cotta) The RFP has been issued and available for some time, therefore you are encouraged to follow the instructions on the RFP and contact Purchasing with any questions specific to an extension.

Mick Hogan – Peregrine Group LLC

Can the Department provide a diagram of the facility at 150 South Main Street.

(Response from Chris Cotta) The department will forward an office layout of the existing facilities at 150 South Main Street to State Purchasing.

Mike Adams - Lighthouse Computer Services

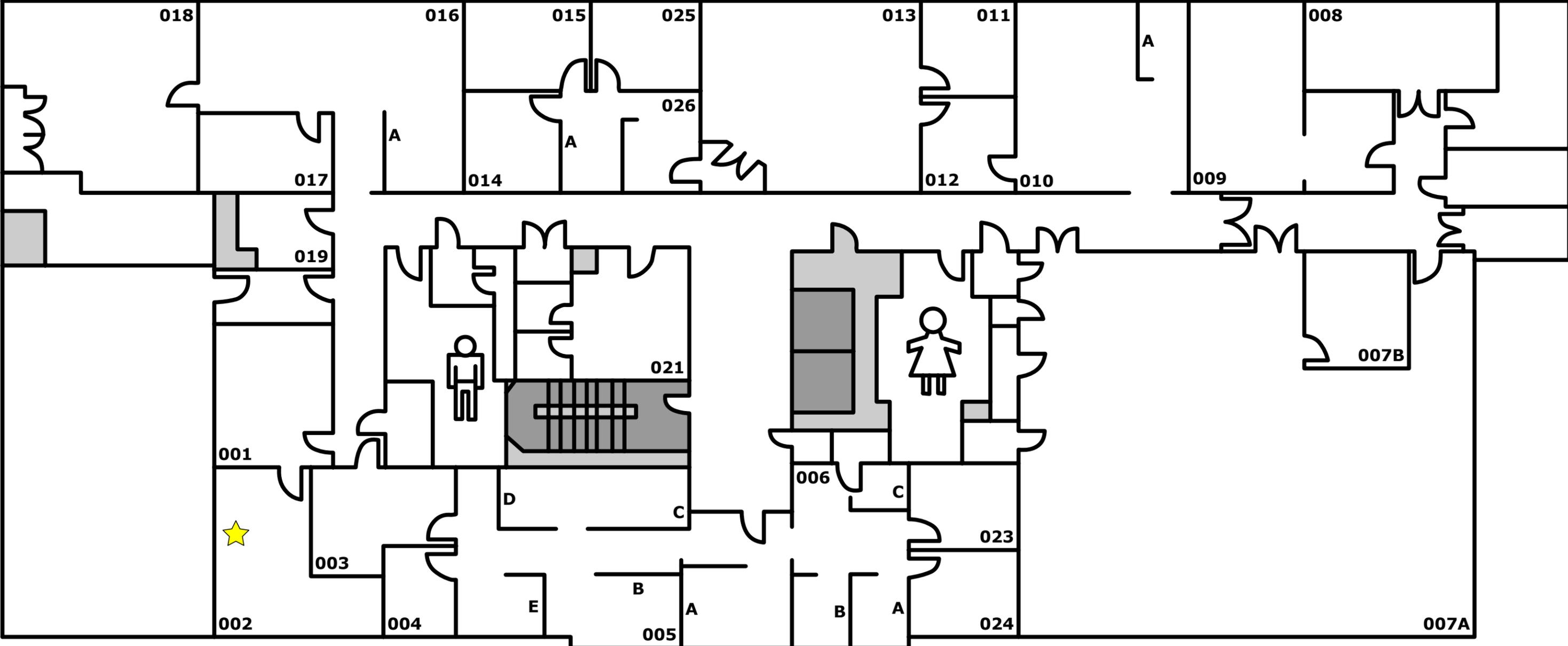
Will there be more details on the HW infrastructure requirements or do we need to propose our specific solution in the response without more details?

(Response from Chris Cotta) No. We identified the projects and needs in the RFP. You can suggest what you feel is the best solution based on your experience. The projects are all listed in the RFP and the year in which we want to address them as well. We do not have any preconceived products or solutions identified.

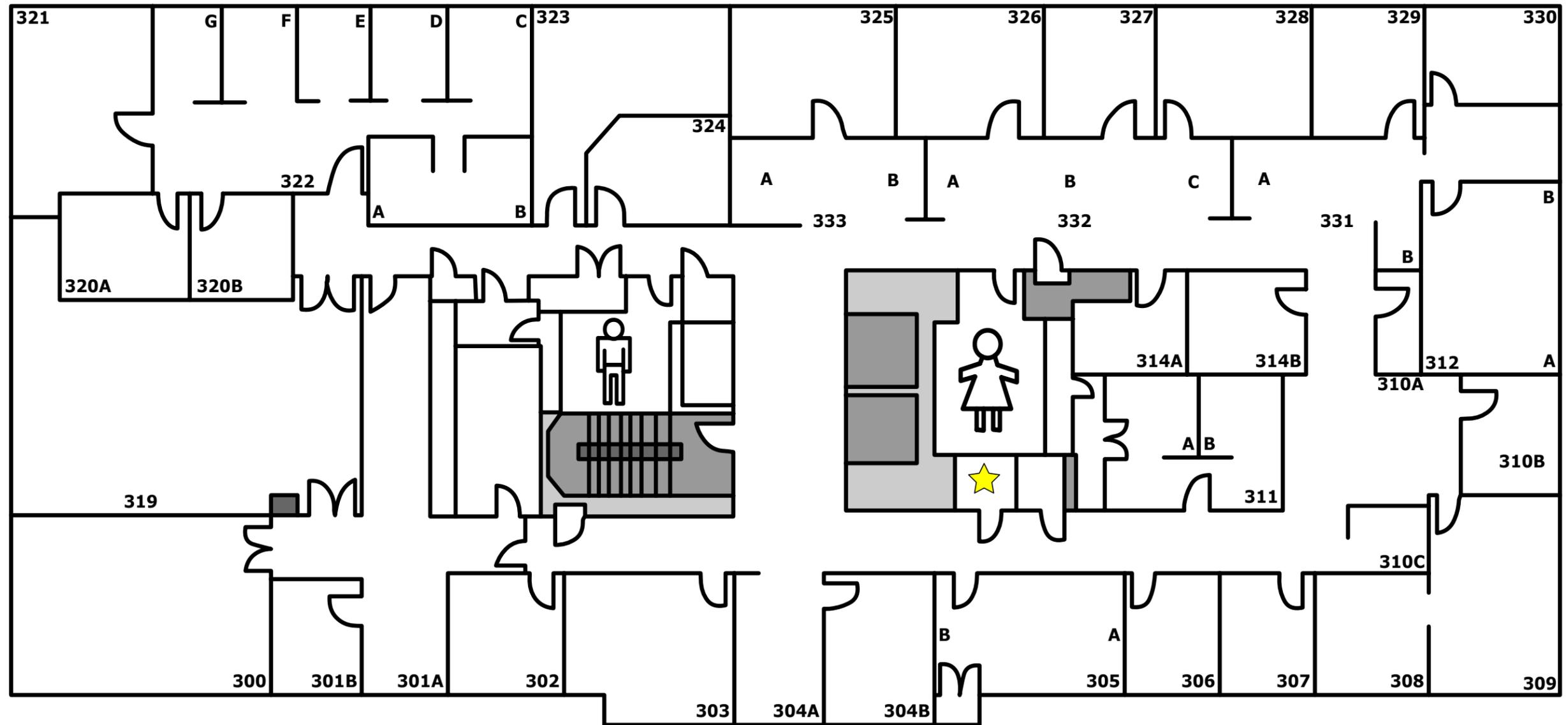
C. Cotta highlighted the due date of the responses and the decision time line which can be viewed on the RFP posted on line. C. Cotta asked if there were any more questions following this Q&A, repeated the inquiry again and then one final (3rd) time. There were no further questions. The updated questions and participants list will be posted on the website as Addendum #3.

Meeting adjourned at 2:32 PM

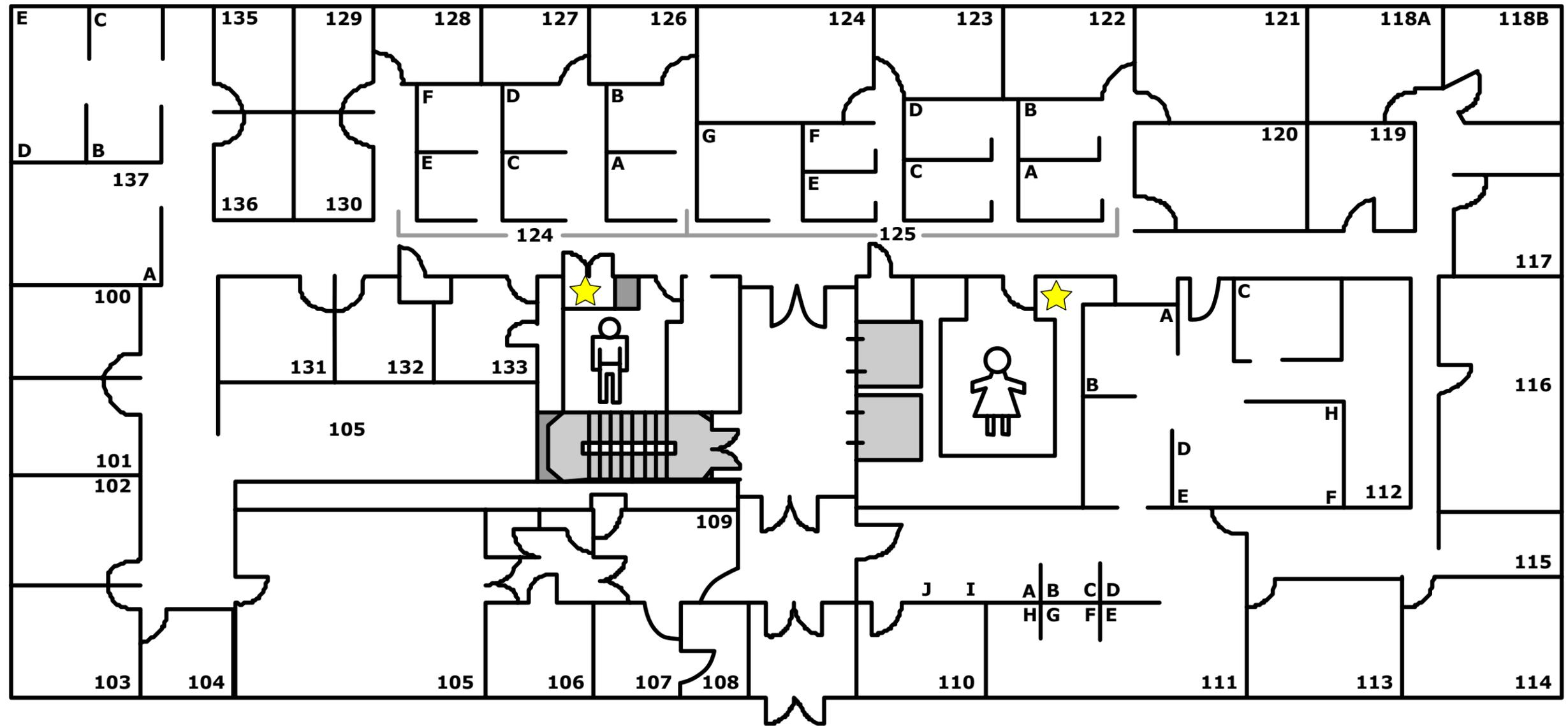
LL - 150 S. Main St



3rd Floor - 150 S. Main St



1st Floor -150 S. Main St



2nd Floor - 250 S. Main St.

