



**Solicitation Information
August 8, 2014**

Addendum #2

RFP # 7548873

TITLE: COMPUTER TECHNICAL SUPPORT SERVICES (MPA-230)

Submission Deadline: Thursday, August 14, 2014 at 11:00 AM (Eastern Time)

Attached are the following:

- 1. Vendor questions received via e-mail with State responses.**
- 2. Vendor questions with State responses which were discussed at the pre-proposal conference held on Tuesday, July 29, 2014.**
- 3. Sign in sheets from pre-proposal conference.**

IMPORTANT: Please note Addendum #1 in which the naming convention for your CD's is detailed.

Please test your CD's before submitting. CD's will govern your response; hard copies will serve only as backup in the event of a problem uploading the CD.

It is the vendor's responsibility to ensure that information provided on the CD and the hard copy is identical. If information is omitted from CD's, but is included in hard copy, it will not be considered.

**Gail Walsh
State of Rhode Island
Division of Purchases**

E-MAILED QUESTIONS

Vendor A

- 1) "Computer Technical Support Services (MPA-230)", RFP #7548873, is this particular bid open for all the vendors? Can we response to this proposal request? **Any vendor can respond. All vendors will be evaluated based on their qualifications for the category they have applied for.**
- 2) Is this RFP is only for vendors holding any particular State Term Contracts? **No.**
- 3) Is this RFP is only for vendors holding any particular State Term Contracts?
- 4) In this RFP mentioned that PRE-BID/PROPOSAL CONFERENCE is held on Tuesday, July 29, 2014 Time: 1:00 PM. can we participate this conference over phone? If possible please let me know how it will work. **No.**

Vendor B

1. On page 10 under "Technical Proposal," #4 appears to end abruptly. What are the items to include following each category? **Item 5, Item 6, and Item 7 listed below.**
2. Page 15 begins with Appendix II, with no Appendix I preceding it. Is there an Appendix I pertinent to this RFP? **Appendix I has been removed from the RFP.**

Vendor C

Question 1: When I click on the drop down menu for my "Vendor ID", I select the RIVIP vendor number that comes up on the RIVIP form when I log in. The company name that populates my cost template is inaccurate. Please advise on how to correct this. **The Vendor ID to enter is your RIFANS ID number. If you don't know your RIFANS number contact Gail Walsh at (401) 574 – 8122.**

Question 2: On page 15 of the RFP, under "Hourly Engagement Process", #6 does not have any content. Should there be content in #6? **Yes. "The Agency Manager informs the MPA administrator of their selection based on the evaluation."**

Question 3: Are there any specific federal or Rhode Island employment laws (e.g., Davis Bacon, Service Contract Act or the equivalent) applicable to this RFP? **Davis Bacon does not apply because these are not public works projects; however, laws regarding employment in Rhode Island may be found at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov. It is the responsibility of the vendor to be aware of federal laws regarding employment.**

Question 4: In Appendix B of the cost template, under the "Server Roles", the category "Server Administrator" does not ask for a specific level, yet on Appendix A, there is shading as if that is a rate that the state would like quoted at an Intermediate level. Please confirm that you are looking for a price on an Intermediate Server Administrator. **To be validated for a category, you must supply rates for all the category primary roles highlighted in Appendix A. The primary roles for the Server category are: Intermediate Server Administrator, Senior Server Administrator and Senior Server Architect. The Appendix B Server Administrator Role refers to the Intermediate Server Administrator. Note: Appendix B will be automatically populated with values entered in Appendix A.**

Vendor D

1. Are there any MBE documents that need to be submitted with the proposal or any particular requirements centered around MBE? **No. As stated in the RFP, the State has a 10% MBE goal for all State procurements. This will be addressed at time of award.**
2. Does the certificate of insurance need to be submitted with the bid proposal or upon award? **Only upon the issuance of a purchase order to perform work. The State does not want to impose costs on vendors if they do not receive any work. Vendor may successfully be on MPA 230 but never actually receive any work.**

Vendor E

1. What is the approximate total annual dollar spend that the State of Rhode Island procures on Computer Technical Support Services? **Approximately 3 million**
2. Approximately how many IT contractors does the State of Rhode Island hire each fiscal year? **Historically, the State does not hire many new staff augmentation positions. However, competitive fixed-price mini bids are common.**
3. What are the most popular job categories listed in Appendix III that are hired by the State of Rhode Island each year? **The positions that are labelled "primary roles" for a category are usually the most requested positions for a category. Hence, why we have chosen those positions to represent the category.**
4. When and where is the pre-proposal bidders conference for this RFP? **The pre-proposal bidders conference was held on Tuesday, July 29, 2014.**
5. Would it be possible to download the proposal and spreadsheets to a USB flash drive in lieu of downloading them to the Technical CD? **No. A read only CD is required. Please follow the directions in the RFP.**
6. If awarded do the approved vendors need to name the MBE companies that we will be working with for this procurement? **Awarded vendors will work with the Rhode Island Minority Business Enterprise office to achieve MBE compliance.**
7. Does the State of Rhode Island typically convert IT contract workers to Permanent staff? **No, that is not typically done; however, contractors may apply for positions in response to State postings.**

QUESTIONS FROM PRE-PROPOSAL CONFERENCE - JULY 29, 2014

Q. What is the current IT spend for contingent labor?

A. Approximately 3 million

Q. What is the expected yearly spend for the next 2 or 3 years?

A. 3.5 million

Q. How many vendors will be selected?

A. Only those vendors whose category average is equal to or less than the category average of all submissions within the category will participate on MPA 230, assuming the proposal has received the minimum required technical score. See the RFP for details.

Q. How are you going to evaluate vendors for fixed scope projects?

A. Any vendor that gets approved for a category will be able to participate in mini bids for that category.

Q. For mini bids, can the state inform the vendors if the bid got awarded and to whom?

A. The state will consider this, but staffing levels make this difficult to do. The bid awards are open to the public after they have been awarded.

Q. Will the state consider making the submission of mini bids more efficient, so that less paper is required?

A. That is a good idea and the state will consider it.

Q. Elaborate on the technical proposal, Number 5 and Number 6. What is the breadth of experience required in the specific categories?

A. We would like to see some engagements showing the vendor has some experience in the category. The same engagement can be included in multiple categories if work relevant to the category was performed. Describe the work in the engagement that is relevant to the specific category.

Q. Is documentation demonstrating long term financial strength required?

A. No.

Q. For the technical proposal, item number 4, what is supposed to be included for each category?

A. Items number 5, 6 and 7 listed below item number 4.

Q. Does item number 5 have to be added to each category submitted in the technical proposal. That would be redundant.

A. Yes. Different evaluators will be receiving the packages for each category and each evaluator will need the information in item 5.

Q. Do the proposals have to be bound?

A. No.

Q. Is the 2 to 3 resume request a requirement?

A. Yes.

Q. Are 2 to 3 resumes required for each role or for each category?

A. For each category.

Q. Some folks work on federal contracts and will not be available to work for the state. Can the resumes of unavailable workers be submitted?

A. Submitted resumes should represent the caliber of staff available to work on projects. Those engaged in long term projects should not be submitted.

Q. Do resumes require the workers name?

A. Names are not mandatory and will not impact the evaluation score. Vendors should submit a comprehensive statement of experience to support the expertise indicated in the resumes. Up to 3 pages will be accepted for the statement of experience (RFP states 2 pages).

Q. Can the same resume be used in multiple categories?

A. Yes.

Q. What is requirement in the technical proposal item 6?

A. Submit 3 examples of engagements with contact information for each and 2 additional references, for each category.

Q. For the technical evaluation, will the state consider DBE (Disadvantaged Business Entity)?

A. Proposals submitted by DBE vendors, or proposals that include DBE vendors, will be evaluated in accordance with the criteria detailed in the RFP. No additional points will be given.

Q. Could the vendor include another category, if they don't have the 10% DBE/MBE?

A. Yes. Proposals including DBE/MBE/WBE vendors will be evaluated in accordance with the criteria detailed in the RFP. No additional points will be given. The State's goal of 10% applies to MBE/WBE, not DBE. MBE participation/compliance will be discussed at the time of tentative award.

Q. When does the vendor have to get insurance?

A. When the contract is awarded to the vendor.

Q. Is there a specific version of Excel that the cost proposal must be submitted in?

A. Excel 2010 is used in the cost proposal.

Q. When will a decision be made regarding names on the resumes?

A. The questions and answers will posted no less than 5 days before the bid opening.

Q. Can the cost proposal Appendix A and Appendix B be downloaded from the state purchasing website?

A. Yes, there is a link on the website to download the Appendixes.

Q. Does Appendix B automatically populate?

A. Yes. Appendix B is populated with information entered in Appendix A.

Q. In Appendix A, what is the vendor number?

A. The RIFANS number, not the RIVIP number.

Please contact Gail Walsh, (401) 574-8122, or gail.walsh@purchasing.ri.gov if you do not know the correct number to use.



State of Rhode Island
 Division of Purchases
 One Capitol Hill
 Providence, RI 02905

"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER: 7548873
BID TITLE: COMPUTER TECHNICAL SUPPORT SERVICES
PRE-BID DATE AND TIME: 7/29/2014 13:00

Purchasing Representative:
 GAIL WALSH

Pre-bid START TIME:
 1:00 PM

Pre-bid END TIME:

COMPANY NAME	COMPANY REPRESENTATIVE	SIGNATURE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER AND CONTACT FAX NUMBER	PROPOSAL SUBMITTED FOR PURCHASING USE (Only)
1. Leonard	Edm Gordon	[Signature]	149 Westmonte	jean@csb.com		
2. Turino	Maui Saccucci	[Signature]	434 Smith St. East Hartford CT 06260	msaccucci@group.com	860-643-4401 x304	
3. Applied Geographics	Michele Giorganini	[Signature]	333 EASTRIVER DR. 44 Northc Ave S. Easton Mt 02725	mgio@group.com	860-238-9887 x428	
4. HUB Technical Services	Sarah Swinkin	[Signature]	25 McCalland St. Skegerton MA	sswink@hubtechnical.com	908-653-7857	
5. Redwing Technology	Art Schwone	[Signature]	11 Vonderbilt Ave Herrwood Ma 02642	aschwone@redwing.com	781-349-8668	
6. IBA Software Tech.	Doug Porter	[Signature]	2158 Kenfryn Pike Clayton RI	port@iba.com	401-680-4612	
7. Apex Tech Group	Mark Centracchio	[Signature]	231 Elm St Warwick RI	mark@apex.com	401-277-1011	
8. Netenergy	Dan Chasland	[Signature]	333 Industrial Park Middletown CT 06457	dch@netenergy.com	401-921-3100	
9. Tri-Com Consulting	Doug Tringali	[Signature]		doug@tricom.com	860-635-9600	
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State of Rhode Island
 Division of Purchases
 One Capitol Hill
 Providence, RI 02908

"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER	7548873
BID TITLE	COMPUTER TECHNICAL SUPPORT SERVICES
PRE-BID DATE AND TIME	7/29/2014 13:00

Purchasing Representative	GAIL WALSH
Pre-bid START TIME	1:00 PM
Pre-bid END TIME	

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