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18 May 04

Addendum # 4

LOI # B03733: Computer Technical Support Services (MPA # 230)

Submission Deadline: 24 May 04 @ 3:00 PM (EDT)

- A 3 page pre-proposal meeting summary is released for review.
- **Vendors should submit their proposals on CD ROM, I addition to the requested hard copies. Submission on CD ROM should include both technical and cost proposals. Please submit 2 CDs with your response.**
- No further questions will be entertained.
- Please monitor this web site to obtain the latest information regarding this solicitation.

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

**LOI # B03733 Computer Technical Support Services (MPA-230) Bidders
Conference Questions:**

Q How many sample resumes are required?

A minimum of 3 sample resumes, per category vendor is responding to (there are total of 5 categories). Vendors do not have to provide sample resumes for all the roles within the category, qualification for any role within the category qualifies Vendors for the entire category.

Q What is the minimum number of references required?

A minimum of 3 business references is required.

Q Is it required for the vendor to bid on each role within a category?

No, vendor may bid on any role within a category. Vendors will be qualified at a category level for all of the roles within a category, however Vendor must provide a bid price in order to get work. If a Vendor only bids on one role, then Vendor will only be allowed to get work for that one role.

Q. Is there any weight given to vendors who apply to more than one category?

No, vendors will be qualified at a category level. No additional weight will be given or taken away for applying to multiple categories.

Q. How do you fill out the spreadsheet?

Download the spreadsheet to a desktop, input bid prices for each role and category vendor is bidding on, save the spreadsheet with bid information included, burn a copy of the spreadsheet onto the CDROM's which will be submitted with vendor's bid.

Q Will all projects be done on state property?

No, some work may be done at vendor's site.

Q What will be the process for other (non-executive) branches of state government, or municipalities, to use this MPA?

The process for engagement of services under this MPA for the executive branch of government is spelled out in the solicitation. Vendors may, but are not required to, offer services to other branches of state and municipal governments.

The process of procurement of services will be defined by the individual entity procuring services.

Q Are the technical skills outlined in the solicitation the only skills which the state will require?

No, technical skills outlined are examples only. Specific skill requirements will be defined at the time of engagement.

Q What is the minimum number of years experience for a Configuration Specialist (page 12)?

3 years.

Q Will vendors be approved for any category they bid on?

Vendors will be qualified for individual categories. Vendor may qualify in any one, or all categories they respond to.

Q Are non-RI references acceptable?

Yes, references do not have to come from the state of RI. Government references are preferred, but not required.

Q Is a paper version of the excel spreadsheet required?

Yes, one electronic copy and five paper copies of the spreadsheet are required with vendor's responses.

Q Is subcontracting allowed?

Yes, with state approval on individual engagements.

Q Can the state reject vendor's pricing?

Yes, the state reserves the right to accept or reject vendor's pricing.

Q Will résumé's be required for each engagement?

Yes, all engagements will be for named individuals and resumes will be required at the time of engagement.

Q How will the state differentiate between hourly, hourly with a cap and fixed price bids?

Specific terms & conditions for individual engagements will be specified at the time of engagement, including allowed structures such as hourly, hourly with a cap, or fixed priced proposals.

Q How will this solicitation affect vendors working on existing engagements?

The existing MPA expires on June 30, 2004. Any engagements which are to be renewed will require a new purchase order release under this new MPA contract.

Q How will change orders be handled?

Change orders will require CIO approval, per the process defined in the solicitation.

Q What is the maximum term of an engagement for operational staff augmentation?

The maximum term for operational staff augmentation engagements will be six months, after which time a new engagement will be required.

Q How frequently can vendor's invoice?

Billing is typically done monthly or by milestone, however the state reserves the right to negotiate individual billing terms on engagements.

Q Can a vendor start work without a Purchase Order Release?

No, a purchase order release is required. In extreme emergencies, a written authorization to commence work signed by the CIO may be allowed pending the production of a purchase order release.

Q Please clarify and give an example of categories & roles (page 12 of solicitation)?

An example of the category would be Application Delivery & Support, an example of a role would be Business Analyst.

Q How will projects be bid?

Project engagements will typically bid for a phase of work. A vendor engagement for an early phase does not guarantee that the same vendor will be engaged for work in subsequent phases.

END