

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: IT Infrastructure Products, Software and Services
RFP NUMBER: e521-017
RFP CLOSING DATE AND TIME: February 16, 2021 AT 3:00 P.M.



ADDENDUM #1

Issued: February 4, 2021

ADDENDUM FOR THE PURPOSE OF:

- Rename RFP from IT Infrastructure Products and Services to IT Infrastructure Products, Software and Services
- Provide answers to all questions received.
- Provide updated revised RFP document which contains some minor edits as related to the questions asked.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Questions and Answers

Question		MC Response
1.	How much of their IT spending do they intend to send through this contract?	The previous 5-year contract (#516-013) was approved for a Not to Exceed Amount of \$15,000,000.00
2.	Are the awards limited to a specific number of companies (per category or overall)	No
3.	Do we have to carry all lines in a category, to bid that category?	No
4.	Is there a copy of the RFP in word format available?	Yes, send email to kevin.schramm@montgomerycollege.edu to request a copy in word format.
5.	Can names and contact info on resumes be redacted or provided upon award?	Yes
6.	In the case where a vendor discount percentage off SELP differs on New Product & Maintenance/Support Renewals, can we include two different discount percentages off SELP for each category?	See revised Section 6 – Price Proposal which includes a column to provide different percentage discount for maintenance and support renewals.
7.	RFP section 5.3 Electronic Proposal Submission Instructions, pg. 24 and RFP Attachment E, Signature, pg. 38: Regarding the requirement for proposals to be wet signed and original signatures, in accordance with measures adopted in response to the COVID-19 pandemic, Presidio respectfully requests that Montgomery College allow for electronic signatures (e.g., DocuSign in lieu of wet, original signature) relative to any, and all proposal elements. Most other clients have accommodated this request with the understanding that safety is the priority, and our proposal will continue to be formal and binding.	Unfortunately, a single hardcopy proposal is currently required. The College is moving to a vendor proposal upload solution, for which, e-signatures are acceptable; however, that solution will not be place for up to two months.
8.	Will you allow the addition of Cloud as one of your category options? Or adding Cloud providers to each of the categories where we are suitable and qualified to bid?	No. At this time, we are not anticipating any significant migration of services to cloud providers beyond what is already hosted there.
9.	Would you allow AWS Cloud options, specifically cloud service solutions, Infrastructure as a Service Solutions, and professional Services?	No – this RFP will not cover any significant migration of services to cloud providers.
10.	Is Montgomery College interested in a response with cloud options?	No – this RFP will not cover any significant migration of services to cloud providers.

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11.	Will this replace an existing contract? If so, who is the incumbent?	This contract replaces current Montgomery College contract 516-013. Multiple vendors were awarded that contract.
12.	As a member of the MEEC, we understand Montgomery College has access to MEEC's IT procurement vehicles. What improvements does MC envision it will realize by using this contract versus what is available through MEEC?	While this RFP is very similar to the MEEC agreement, the college hopes to gain internal efficiencies by utilizing our own contract.
13.	Page 4 / Section 1.15 - Please clarify this statement: "The evaluation for award will be made on the basis of payment to the Contractor in Net 30 Days from the date an acceptable invoice is received by Montgomery College."	If a contractor takes exception to payment terms of Net 30 days, the College may reject proposal.
14.	Page 10 / Section 2.5 - We are trying to understand the significance of a Solutions Contractor as related to this contract. Will there be certain projects or procurements that only the Solutions Contractors would be eligible for award?	In the future, the College might request a solutions contractor. Only contractors that are awarded to provide to specific manufacturer products or services within any category will be eligible to provide a quote for a solutions contractor.
15.	Page 11 / Section 2.8 - Will all purchases under this contract require a TORP process, or will Montgomery College also be able to solicit pricing directly from a single contractor that is awarded the required Category / Brand, and proceed with a purchase?	All purchases using this contract will be required to go through the TROP process.
16.	p. 12 / Section 3.3.3 and p. 24 / Section 5.2.6 - There seems to be a conflict and we respectfully request clarification; In section 3.3.3 of the RFP states "if the Offeror proposes to resell multiple brands" however in section 5.2.6 it states, "Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive". We Assume you only need pricing on the brands we are authorized to resell and not all brands listed on the pricing tables?	See revised section 5.2.6 which strikes the final sentence in its entirety.
17.	p. 17 & 18 / Section 3.10, Item D - Would you please provide more details regarding the type of "Engineering Services" that might be required for a consulting engagement?	Engineering services is a broad area that may include high level Network Engineering services, Systems Engineering Services, and IT Security consulting on an as needed basis.

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18.	p. 17 & 18 / Section 3.10, Item L - Would you please provide more details regarding the information expected for "Standards development and ongoing updates"?	There are no details at this time, as we do not know what will be needed in the future, the intent of 3.10 is to allow for flexibility in the contract to procure services as needed.
19.	p.18 / Section 3.10.7 - Do you require Vendors to describe their methodology as part of the response to the RFP or is that required at time of specific project engagement?	Response to this question will be required at the time of quote request for specific project.
20.	p.4/section 1.16 - Can clarification and details be provided as to the process and format required to submit comments on the Terms and Conditions?	Vendor shall submit under separate cover, a document titled "Exceptions/Clarifications/Comments to Request for Proposal Terms and Conditions". Vendor comments shall be reflected in this document and submitted with proposal.
21.	p.28/section 6 - After the award, how will individual task orders be issued for tasks with labor requirements? FFP? T&M? CPPF? Combination?	The format of the task orders will vary depending on the task requested.
22.	The RFP identifies section 5.2.3 twice. In our response, should we represent each section as stated (5.2.3) or update the sequence (i.e., 5.2.4 and so forth)?	See revised section 5.2.3
23.	Will Montgomery College allow updates to the OEM names on the pricing submission? Some of the OEMs listed have been acquired and are doing business as another name (for example, Brocade is now Broadcom).	Yes
24.	Will Montgomery College allow pricing submissions on proposers' paper? There are not enough lines for all proposers Brand, Manufacturer, and/or Labor Categories on the solicitation document.	Yes
25.	Since the Technical and Price Proposals must be sent in the same email, what is the maximum size email that the vendor.proposals@montgomerycollege.edu email box will accept? (e.g., 25 Mb)	If a single email cannot accommodate both technical and price proposal, separate emails will be accepted. If technical proposal alone, cannot be submitted in one email, separate emails will also be accepted.
26.	For section 3.3.4, since the staffing plan is to be no more than one page in total, are the resumes required before or upon award?	Resumes are required in the response to this RFP.
27.	For section 3.3.8 Certification Requirements There are no certifications listed. Which certifications are being requested?	See revised section 3.3.8
28.	There are no General Mandatory Requirements in the RFP. What are the General Mandatory Requirements?	All RFP requirements are contained in section 3 (Qualifications and Requirements).

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29.	Are there specific Labor Categories that Montgomery College is requesting with the response? a. If “yes”, are there specific experience or certifications required or preferred?	There are no specific labor categories at this time.
30.	Are the submitted Labor categories only to be associated with hardware and software brands submitted/associated with our response or can we provide a full range of labor categories like we provide to other organizations (example: MEEC)	You can submit a full range of categories.
31.	The Labor Category form only has 10 lines along with a signature required on the page. A. is there a limit to the number of Labor Categories that may be submitted with our response? b. If we are allowed to include more than (10) Labor Categories, is it required to have multiple pages, each which include a signature, or is it sufficient to include a single sheet listing all proposed labor categories?	There is no limit. You can submit additional pages is needed.
32.	Is Montgomery College willing to extend the due date for this RFP?	No.
33.	Section 1.21: What address should be listed on the Certificate of Liability Insurance required by this section?	9221 Corporate Blvd Rockville, MD 20850
34.	Section 1.25: Does Montgomery College utilize an electronic billing system? If so, what is that system?	The College utilizes an electronic billing system for student billing only. We currently use Banner and TouchNet systems
35.	Section 2.1: If our company offers solutions from manufacturers not included in each category, should we provide the names of those providers in our response?	Yes
36.	Section 3.3.3: Should each letter, certificate, or other evidence that we are a recognized and approved reseller be included as a separate document in the proposal?	Everything should be in included with this RFP
37.	Section 3.3.3: Should a list of the required evidence for this requirement be included in our response or can those letters be provided upon award?	Letters should be provided in response to this RFP.
38.	Section 3.34: Because the staffing plan is required to be no more than one page should the required resumes be included as an addendum?	yes
39.	Section 3.3.8 Certification Requirements: Proposers must possess the following certifications as well as in-depth experience and partner status with any proposed equipment manufacturer. Contractor must	See revised section 3.3.8

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	provide proof of all certifications and partnerships (not just those listed here) as attachments to their response to this proposal. Preference will be given to contractors who are certified top tier resellers of listed equipment (i.e., Gold or Platinum resellers). Question: Where are the certificate requirements listed?	
40.	Section 3.5: ARE THERE TWO Sections titled 3.5--3.5 Equipment Requirements and 3.5 Technology Accessibility and Data Security?	See revised section 3.
41.	Section 5.3: Are "wet" signatures required on all submission documents?	Only the original hardcopy proposal that must be mailed to the College, requires a wet signature. Electronic copy does not.
42.	Section 6 – Price Proposal: Should our response to this section be submitted as an Excel document or should the tables in the RFP be filled out?	An excel document will be accepted.
43.	Attachment D – No Proposal Response Form: Do you require that this be completed as "N/A" or should it be left blank.	Can be left blank if responding to the RFP.
44.	Of the Members listed on Attachment E: Use of Contract by Other Educational Institutions, which institutions are using the current contract today?	None
45.	Which helpdesk/ITSM solution does MC use today?	CA Service Desk
46.	Which ERP or eProcurement is Montgomery College Using today?	The College current ERP system is Banner SCT. Currently the College is transitioning its ERP to Workday and is expected to go live on Jan 1, 2022
47.	Section 3.3.8 states "Proposers must possess the following certifications...." but there are no certifications listed. The previous RFP for this contract listed Juniper JNCIP-ENT as the required certification. Is this certification required here as well, or should we list all certifications we possess with our vendor partners?	See revised section 3.3.8
48.	CERTIFY (SnapXT and InfinityX) includes endpoint devices that provide identify management, thermal scanning and access control. Can you confirm for me if a purchase of such hardware would be executed via the currently advertised IDIQ or if it would follow a separate procurement process?	We are not currently planning any significant efforts in this area and do not anticipate the need to add these products to the RPF.

END OF QUESTIONS AND ANSWERS
