



DATE: June 8, 2011

TO: All Prospective Proposers

FROM: Valerie Rolandelli

RE: MEEC Learning Management System(s) and Associated Implementation Services RFP 90936  
ADDENDUM #1 dated 06/08/11

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including this form in the Technical Proposal.

A. The due date and time for both the Technical Proposals REMAINS as **Monday, June 20, 2011, on or before 4:00 p.m.** Late proposals cannot be accepted.

B. The following questions have been received and are answered below:

1. Per Section 8. "Contractual Agreement," it is our understanding that the Master Agreement will have terms that extend to the buying MEEC member. We also understand that direct agreements between the Master Contractor and the buying MEEC member will be a TOC or TOA and, per Section 1.3, will take the form of the Master Contractor's software/application and hosting License Agreement. Could MEEC please confirm?

*Answer:* The above solicitation document references seem to be incomplete, so I am not sure I understand the question. Information regarding the resulting contractual agreements is found in the following sections of the solicitation documents:

- Section I-General Information, Paragraph 8, Contractual Agreement;

- Section III – Procurement Phases and Proposal Requirements; Article 2, Technical Proposal Requirements; 2.5 Proposing Firm’s Licensing Agreement; *Refer to “Note 2” in Section III, Article 2, 2.5, regarding the intent of MEEC related to the Proposing firm’s License Agreement(s).*
2. Can you clarify if this RFP is for the use of LMS products by UMUC specifically or for any or all members of MEEC?

*Answer:* See **Section I – General Information; Paragraph 1. Summary, Sub-Paragraph 1.1 Objective** of the solicitation documents.

3. Will any research gathered independently by the various MEEC members who are pursuing their own LMS evaluation project be gathered in aggregate to assist with MEEC's vendor selections?

*Answer:* If MEEC members are in the process of a procurement separate from this MEEC Master Agreement RFP 90936, they may continue to proceed. This is a non-exclusive procurement; the resulting master contracts will also be non-exclusive. However, historically, MEEC members generally elect to utilize Master Agreements or other Cooperative Agreements rather than conduct separate procurements.

Solicitation 90936 was developed with input from MEEC members. Responses will be evaluated as stated in the RFP 90936 solicitation documents. Information gathered outside of the solicitation since the issuance of the solicitation will not be incorporated unless an addendum is issued accordingly.

4. Are there any geographical location restrictions of proposers?

*Answer:* There are no geographical location restrictions, however, it is MEEC’s preference that the awarded Master Contractors be located within the United States.

5. Can you please clarify what you mean by version control? Do they mean versions of content created by a MEEC member? Or do you mean content migration through different versions of the LMS over time?

*Answer:* By “version control”, MEEC means how the LMS Provider handles customer licensing as its LMS products are updated into newer versions of its technology, including, but not limited to the migration of the customer’s content through different versions of the LMS over time.

6. Can you clarify what type of pricing information you are looking for in the technical response? As I read it, you would like an explanation of our pricing models, and the hourly/daily/flat rates for all professional services provided surrounding an LMS integration. Would you also like an example of pricing for a fictional institution?

*Answer:* There is no pricing information requested in the technical response. Section III, Article 2, Paragraph 2.2, 5<sup>th</sup> bullet, requests only that possible structure (or structures) of the pricing be provided. Within the Technical Proposal, we are therefore only looking at this time for an explanation of the proposing firm’s pricing models.

We are NOT looking for quoted hourly daily flat rates for professional services. We do NOT want an example of pricing for a fictional institution. Such quotes and/or examples may be part of a Price Proposal request. Price Proposals will only be requested of shortlisted firms.

7. Please confirm that it is MEEC's intent to enter into a separate Master Agreement with each awarded vendor

*Answer:* Yes, this is MEEC’s intent.

8. We understand that the MEEC Terms & Conditions provided in the RFP are to be incorporated into the Master Agreement and be accepted substantially in the same form. However, for those terms and conditions that we do plan to negotiate with MEEC should these exceptions be raised in our initial technical proposal response or deferred to best and final offer negotiation of the Master Contract?

*Answer:* Such requested exceptions should be raised in the initial technical proposal response. The USM is not obligated to include any such requested exceptions. Refer also to Paragraph 2.5 in Section III, Article 2, Technical Proposal Requirements.

9. *Related question:* is it acceptable to MEEC to refer to a previously-negotiated agreement as a basis for our Master Agreement negotiation?

*Answer:* No, this is not acceptable.

10. Page 16 Section 2.1.a. Scope of Work and Proposals – Will MEEC member institutions be following a separate competitive proposal process to obtain products/services under the Master agreement, or will they use the information provided in these technical and cost proposals?

*Answer:* Per Section II Overview/Business Need/Use of Resulting Agreements, Paragraph 2. Implementation, the MEEC member institutions will follow the Task Order Request for Proposal (TORP) process as outlined. Refer to Section I, General Information, Paragraph 8. Contractual Agreement, for the applicability of the terms and conditions of the Master Agreement as well as any subsequent Task Order Contract or Agreement that a buying MEEC member may also require.

11. *Related question:* If the former, will each member institution design and release their own RFP, or will there be a standard template member institutions will use to solicit proposals?

*Answer:* The correct reference is Task Order Request for Proposal (TORP), not RFP. Each member institution may design and release its own TORP in accordance with its internal policies and procedures. MEEC may provide to its members suggested templates or guidelines for such TORP's.

12. Please confirm that Attachments A & B re: Minority Business Enterprises (MBEs) are to be submitted during the Price Proposal round, and that only Appendix A Technical Proposal Forms are to be submitted by June 20.

*Answer:* There are no MBE attachments required to be submitted in the Technical Proposal.

Attachment: Acknowledgement of Receipt of Addenda Form

**END OF ADDENDUM #1 DATED 06/08/11**

This addendum e-mailed to all potential proposing firms. Original will not follow in the mail.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** 90936

**RFP FOR:** MEEC LMS

**DUE DATE AND TIME**

**FOR THE TECHNICAL PROPOSAL:** **Monday, June 20, 2011**  
on or before 4:00 p.m.

**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> 06/08/2011 </u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </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**