



DATE: July 25, 2011

TO: All Prospective Proposers

FROM: Valerie Rolandelli

RE: MEEC Learning Management System(s) and Associated Implementation Services RFP 90936  
ADDENDUM #2 dated 07/25/11

The following amends the above referenced RFP documents and is issued to all Proposers who remain shortlisted following the Oral Presentation/Demonstration/Discussion phase of the procurement. Receipt of this addendum will be acknowledged by completing the enclosed "Price Proposal Form" and submitting it on or before the required due date and time stated below.

1. A. The due date and time for both Price Proposals is **Tuesday, August 2, 2011, on or before 4:00 p.m.** One original and two copies must be submitted in a sealed envelope clearly labeled "Price Proposal for RFP 90936 – MEEC LMS" to the Issuing Office:

University of Maryland University College  
Office of the CFO& COO  
3501 University Blvd East  
Inn and Conference Center, Room ICC-3120  
Adelphi, MD 20783-8044

Attn: Valerie Rolandelli  
Assistant Vice President for Strategic Contracting

**Late price proposals cannot be accepted.** Again, if you are unfamiliar with the location of the Issuing Office including the building and room location, you are strongly encouraged to take a "test run" prior to the due date to ensure timely delivery to the Issuing Office.

2. As discussed at the Discussion Sessions, MEEC is requesting unit pricing that will be the maximum fees/prices for all MEEC members. For a given task order request for proposal (“TORP”), a buying MEEC member may negotiate a better fee/price. The unit prices will need to be provided on your core LMS product, your "add-ons", and your implementation/professional services fees. Such pricing is to be good through June 30, 2012 (the initial “year” of the resulting five-year contract that will expire June 30, 2017).

At the option of the Proposer, some products may be quoted at a minimum discount from the Proposer’s Educational Retail Price. For these products, the minimum discount must be valid for the entire term of the resulting contract including any renewal options.

3. Refer to RFP 90936 Section III, Article 4, Price Proposals for information regarding the format of the unit prices requested as well as for prices in the contract renewal years.
4. It is MEEC's expectation that the Price Proposals from the shortlisted firms will represent considerable savings to all MEEC members as a result of the magnitude of the potential business opportunity(ies) afforded by dealing with a consortium to the awarded Master Contractor(s). Although there is no guarantee of business (either number of task order contracts or cumulative dollar amount) to the Master Contractors, it is anticipated that many MEEC members will utilize these contracts for ease of their use as well as the attractive pricing in the resulting contracts. MEEC consists of 180+ members representing 190,000+FTE (See Section III, Article 4 Price Proposals, Paragraph 1.2.1 for MEEC’s definition of FTE.)
5. The Price Proposal is to consist of the following:
  - 5.1 Signed Price Proposal form (form provided)
  - 5.2 The following documentation is to be provided with the signed Price Proposal form
    - a. Unit costs for Software Licensing available to MEEC members including “basic” or “standard” or “core” products; a description as to what each unit price includes is to be provided; Name, Title, Role on Project, and Billable Fully Loaded (All-Inclusive) Hourly Rate of Personnel for related LMS services;
    - b. Unit prices for any add-ons or enhancements that could be purchased with the basic package or added later at the MEEC Member’s option
    - c. Educational Retail Price List (if a minimum discount from this list price is being quoted for some products)

- d. Narrative that attests/affirms/explains the magnitude of the discounted pricing as a result of the potential business opportunity brought to the Proposer by the MEEC.
  - e. Assumptions, if any, regarding the Price Proposal
6. There are **no** Minority Business Enterprise Forms required with the Price Proposal Form as there is no MBE goal set at the Master Contract level. However, per the RFP, Section I, Paragraph 7, on a task order by task order basis, the buying MEEC member may establish a MBE goal in accordance with its procurement policies and procedures.

Please remember that until the procurement is completed, all questions, concerns, and inquiries are to continue to be directed solely to the Strategic Contracting Office. Please direct these to me at [vrolandelli@umuc.edu](mailto:vrolandelli@umuc.edu) and cc Vera Jones at [vjones@umuc.edu](mailto:vjones@umuc.edu).

Attachment: Price Proposal Form

END OF ADDENDUM #2 DATED 07/25/11

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