



DATE: September 12, 2011

TO: All Short-Listed Proposers following the Second Phase Technical Evaluation

FROM: Valerie Rolandelli

RE: MEEC Learning Management System(s) and Associated Implementation Services RFP 90936
ADDENDUM #5 dated 09/12/11

The following amends the above referenced RFP documents and is issued to all Proposers who remain shortlisted following the completion of the Second Phase Technical Evaluation of the procurement. Receipt of this addendum will be acknowledged by submitting the enclosed Price Proposal Form by the established due date and time.

1. Per the RFP document, upon completion of the Second Phase Technical Evaluation, only those firms whose technical proposals remain shortlisted will be requested to provide a Price Proposal. This Addendum 5 is therefore being issued only to such Proposers.

All shortlisted firms are advised that this request to submit a Price Proposal does not necessarily mean that USM/MEEC has agreed to any Proposer-requested revisions, additions, modifications, deletions, etc. to the terms and conditions of the MEEC Master Software and Services Agreement that was issued with Addendum 4. Per RFP 90936, Section IV. Evaluation and Selection Procedures, Paragraph 5, Final Ranking and Selection: “.....The MEEC/University may select one or more Contractors to further engage in negotiations, including terms of a contract and other issues to be incorporated into the contract.....”

2. **The due date and time for Price Proposals is Tuesday, September 20, 2011, on or before 2:00 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.
3. 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.

4. 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.
5. 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.)

6. The Price Proposal is to consist of the following:
 - 6.1 Signed Price Proposal form (form provided)
 - 6.2 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
7. 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.

As stated in the solicitation, 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 and cc Vera Jones at vjones@umuc.edu.

Attachment: Price Proposal Form dated 09-12-2011

END OF ADDENDUM #5 DATED 09/12/11

This addendum e-mailed to all proposing firms who were shortlisted following the Second Phase Technical Evaluation. Original will not follow in the mail.