



October 4, 2011

TO: All Shortlisted Proposers

FROM: Valerie Rolandelli

RE: MEEC LMS Procurement RFP 90936  
Addendum 9 dated 10/04/2011

The following answers questions received regarding the BAFO. Proposers will acknowledge receipt of this addendum by submitting the attached BAFO form which was originally issued with Addendum 6.

**The due date and time for Best and Final Price Proposals (BAFO) is revised to Tuesday, October 11, 2011, on or before 2:00 pm. One original and two copies are to be provided to the Issuing Office in a sealed envelope.**

1. Question: We would like to clarify the training requirements for Scenario #1. The Scenario #1 document states "**100% of faculty to be trained on line**; 20% of faculty to be trained in face to face onsite training." Addendum #8 Q&A states "That is the model we are suggesting by requesting that only 20% of all faculty is to be trained on-site and in-person. **These 20% would be responsible for training the other 80% of the faculty.**" Are you requesting that we provide online training for the other 80% or will the first 20% provide training for the other 80% - or both would occur?

Answer: The pricing for training for Scenario 1 is:

- 20% of all faculty are to be trained on-site and in-person; this is to be a "train the trainer" approach, so that these 20% are available to train and or otherwise assist the other 80% of faculty
- In addition to the first bullet above, online training is to be available to 100% of the faculty and is to be priced.

2. If our unit pricing does not change from that previously submitted, are we to be providing only the pricing scenarios in the BAFO?

Answer: No, for ease of use by MEEC members, we are asking that all shortlisted firms, whether or not their unit prices change, resubmit the unit pricing along with the BAFO price proposal form and the pricing of the scenarios.

3. For ease of use and reference, attached please find the following that are to be submitted as the Proposing Firm's complete BAFO. See Addendum 6, Addendum 7, and Addendum 8 for an explanation as to the completion of these forms:

- Best and Final Price Proposal Form
- Scenario 1 – revised per Addendum 8 – Online Higher Ed Institution – **both hosted and self-hosted to be priced**
- Scenario 2A and 2B – Smaller Higher Ed Institution and One College within the Higher Ed Institution – **self-hosted solutions**
- Scenario 3 – Community College – **both self-hosted and hosted**
- Scenario 4A and 4B – small K-12 system as well as only one high school within the system – **both hosted and self-hosted solution**
- Scenario 5 – Large K-12 system – **both hosted and self-hosted solution**

END OF ADDENDUM #9 DATED 10/04/2011

PROPOSAL NO.: RFP 90936  
BAFO DUE DATE: **Friday, October 7, 2011, AT 2:00 P.M.**  
BAFO FOR: MEEC Learning Management Systems  
PROPOSER: \_\_\_\_\_  
Federal Identification Number/Social Security Number: \_\_\_\_\_

**BEST AND FINAL PRICE PROPOSAL – DATED SEPTEMBER 23, 2011**  
**reissued October 4, 2011**

DATE \_\_\_\_\_

Valerie Rolandelli  
AVP, Strategic Contracting  
University of Maryland University College  
Office of the COO and CFO  
3501 University Blvd. East, Suite ICC-3120  
Adelphi, MD 20783

Dear Ms. Rolandelli:

The undersigned hereby submits the Price Proposal as set forth in RFP #90936 dated 05/17/2011 and the following subsequent addenda:

Addendum	<u>1</u>	dated	<u>06/08/2011</u>
Addendum	<u>2</u>	dated	<u>07/25/2011</u>
Addendum	<u>3</u>	dated	<u>08/01/2011 (superseded Addendum 2)</u>
Addendum	<u>4</u>	dated	<u>08/11/2011</u>
Addendum	<u>5</u>	dated	<u>09/12/2011</u>
Addendum	<u>6</u>	dated	<u>09/23/2011</u>
Addendum	<u>7</u>	dated	<u>09/28/2011</u>
Addendum	<u>8</u>	dated	<u>09/30/2011</u>
Addendum	<u>9</u>	dated	<u>10/04/2011</u>
Addendum	_____	dated	_____
Addendum	_____	dated	_____
Addendum	_____	dated	_____

**We confirm that this Best and Final Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.**

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work for the work as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as

MEEC/USM cannot be responsible for Proposer's errors or omissions. Any price proposal that has been accepted by MEEC/USM may not be withdrawn by the contractor.

Attached is a list of our Best and Final Unit Prices **that are valid for the first twelve months of the contract (anticipated to be through December 31, 2012)** for:

**A. Applicable Software License, Add-On's, and Enhancements Fees: (We have listed all software licensing options, including add-ons and enhancements, and quote a fixed fee for each of these.** Proposers are also to advise if these fees are a) one-time flat fees for the entire term of the contract or b) if these fees are applicable on an annual basis. If the fees are applicable on an annual basis, quotes are to be provided for the initial 12 months of the contract. **Note: Add-ons and enhancements may be purchased at the time of the initial purchase or may be added later by the buying MEEC member. Any price differential that results by purchasing such products after the initial purchase is to be included in the unit prices.**

**A1. Proposers are to price their "basic" or "standard" LMS bundle as a package and explain what is included in the bundled price.**

**B. Hourly Rates by Job Title for Related LMS Services:** Proposers are to provide a list of all-inclusive hourly and/or daily rates for personnel by job title. Rates are to be inclusive of all expenses and costs, including travel to and from the geographical location of the MEEC Member in the State of Maryland, for personnel titles that are likely to be assigned for a variety of functional and technical roles to a MEEC member for a Task Order for professional services such as implementation, consulting, configuration, migration of data, etc.. There are no reimbursables allowed under the resulting Master Contracts.

(Note: In addition to B above, Proposers may provide optional hourly rates for remote work and/or rates that do not include travel expenses. The MEEC member, at its sole option, may elect to pay travel expenses for a specific task order.)

**C. Prices for the contract renewal years:** We have read and confirm that we understand Section III, Article 3- Price Proposals, Item 1.3 regarding price increases for Years 2, 3, 4, and 5 of the original term as well as the potential renewal year(s) to a maximum of five additional years. We understand that we must request price increases by February 1 of each year and that such price increases are to be based on the CPI for All Urban Consumers. We further understand that no increases are guaranteed but will be negotiated between MEEC and the Master Contractor.

Quoted maximum annual increase for those items that are quoted on our unit price list that are only firm for the initial year of the contract: \_\_\_\_\_%

AND/OR

**D. Minimum discount for products and services from Proposing Firm’s Educational Retail Price**

\_\_\_\_\_ % (Current Educational Retail Price is to be attached.)

We understand that by submitting a BAFO proposal we are agreeing to all of the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect. We further confirm that in accordance with Section 5, Paragraph 5.4 of the solicitation document that our Proposal (both Technical and Price Proposals) is irrevocable for 120 days following the closing date of the Price Proposal due date.

We understand that the analysis of the BAFO pricing used for the basis for the award will be the attached pricing of the MEEC Member Pricing Scenarios. The evaluation and subsequent final ranking of proposals will be in accordance the RFP documents. We understand that technical weighs greater than financial.

We understand that the MEEC/University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Account Manager and Single-Point-of Contact and other Key People named within our Technical Proposal will be assigned to the MEEC Contract for the duration of this contract. We understand that no changes in these assignments will be allowed without written authorization from the MEEC/University via contract amendment prior to such changes being made.

Enclosures to be provided by Proposing Firm are attached to this BAFO form:

1. 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;
2. Name, Title, Role on Project, and Billable Fully Loaded (All-Inclusive) Hourly Rate of Personnel for related LMS services; (Optionally AND in addition to, Hourly Rates for remote work and/or that do not include travel expenses.)
3. 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
4. Educational Retail Price List (if a minimum discount from this list price is being quoted for some products)
5. 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.
6. Assumptions, if any, regarding the Best and Final Price Proposal
7. MEEC Member Pricing Scenarios – detailed itemized pricing utilizing the quoted Best and Final Price Proposal unit costs inclusive of any additional discounts based on the scenario.

(Signatures should be placed on following page.)

The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

**A. INDIVIDUAL PRINCIPAL**

In Presence of Witness: \_\_\_\_\_

FIRM NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_  
SIGNED \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

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**B. CO-PARTNERSHIP PRINCIPAL**

\_\_\_\_\_  
(Name of Co - Partnership)  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
In Presence of Witness:

TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

Printed Name: \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

Printed Name: \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

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**C. CORPORATION**

\_\_\_\_\_  
(Name of Corporation)  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Attest:

TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
[Printed Name of Corporate (or Assistant Corporate) Secretary]

\_\_\_\_\_  
[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Scenario #1

### Higher Education Institution

Price your proposed LMS products and services for the following higher education online institution based on the following annual demographics:

Number of Students: 93,000

Number of Student FTE: 35,000

Number of Faculty: 3800 (collegiate and part time); 600 full time and 3200 adjunct/part-time

Courses: 9000

Sections: 35,000

Enrollments: 200,000

Implementation: assume "clean slate" that is no migration necessary from a legacy system

Training of Faculty: 100% of faculty to be trained on line; 20% of faculty to be trained in face to face onsite training.

Price BOTH a hosted solution and a self-hosted solution.

Price Year 1, 2, 3, 4, and 5

Scenario #2A and 2B  
Higher Education – Smaller FTE

A. Entire Institution Implementation

Number of Students: 22,000  
Number of Student FTE: 16,000  
Number of Full Time Faculty: 2912  
Courses: 12,000 per academic year  
Sections: 26,000 per academic year  
Enrollments: 266,000 per academic year

Implementation: assume “clean slate” that is no migration is necessary from a legacy system

Training of Faculty: none needed

B. One College/Unit within the Institution Implementation

Number of Students: 5000  
Number of Student FTE's: 4000  
Number of Full Time Faculty: 150  
Courses: 500 per academic year  
Sections: 1000 per academic year  
Enrollments: 3000 per academic year

Implementation: assume “clean slate” that is no migration is necessary from a legacy system

Training of Faculty: Web Training Classes only for 100% of the FT Faculty

**For both 2A and 2B: Price self-hosted solutions**

**Price Year 1, 2, 3, 4, and 5**



### Scenario #3

#### Community College Institution

Price your proposed LMS products and services for the following community college based on the following annual demographics:

Number of Students: 21,421

Number of Student FTE: 9,225

Number of Faculty: 252 full time, 719 part-time

Courses: 702 (per academic year)

Sections: 5,279 (per academic year)

Enrollments: 87,644 (per academic year)

Implementation: assume "clean slate" that is no migration necessary from a legacy system

Training of Faculty: not applicable as we would not likely use an LMS vendor for this

**Price BOTH a self-hosted solution and hosted solution.**

Price Year 1, 2, 3, 4, and 5

Scenario #4A and #4B

K-12 System

Price your proposed LMS products and services for the following K-12 system based on the following annual demographics:

**#4A - SYSTEM-WIDE**

Number of Students: 5,554

Number of Student FTE: 5,400

Number of Faculty: 350 teachers, 400 additional admin and support

Courses: 650

Sections: 2900

Enrollments: 42700

**#4B - SINGLE HIGH SCHOOL**

Number of Students: 1051

Number of Student FTE: 1051

Number of Faculty: 40

Courses: 176

Sections: 585

Enrollments: 9136

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For both 4A and 4B above:

Implementation: assume "clean slate" that is no migration necessary from a legacy system

Training of Faculty: 100% of faculty to be trained on line; In addition, 20% of faculty to be trained in face to face onsite training, using a "train the trainer" methodology.

**Price BOTH a hosted solution and a self-hosted solution.**

**Price Year 1, 2, 3, 4, and 5**

## Scenario #5

### Large K-12 Public School System

Price your proposed LMS products and services for the following higher large K-12 public education system based on the following annual demographics:

Number of Students: 144,000

Number of Instructional Staff: 12,000 teachers

Number of Potential Student End-Users (Enrollments): 166,000 (students and staff)

Courses: 315

Sections: 17,950

Implementation: assume "clean slate" that is no migration necessary from a legacy system

Training of Instructional Staff: 75% of instructional staff to be trained on line; 25% of instructional staff to be trained in face to face onsite training; this will be a train the trainer approach as these 25% of the instructional staff will be available to the other 75% who were trained online as a resource or "super-user".

**Price BOTH a hosted solution and a self-hosted solution.**

**Price Year 1, 2, 3, 4, and 5**