



DATE: April 18, 2013

TO: All Prospective Proposers

FROM: Valerie Rolandelli
Assistant Vice President
301-985-7895

RE: RFP USM - 91086 – eLearning Products for MEEC
Addendum #1 dated 04/18/2013

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal. As well, the addendum number and date should be noted in the appropriate space on the Price Proposal form.

1. The due date and time for the **Technical Proposal REMAINS as Tuesday, April 30, 2013, on or before 5:00 p.m.** Proposals must be delivered to the Issuing Office per Section I, Paragraph 2 of the solicitation document. Refer also to Section I, Paragraph 5 of the solicitation document for further information about the Proposal Closing Date/Due Date and Time. Late proposals cannot be accepted.
2. Attached please find the Solicitation Questions/Issues Log that responds to initial questions received from potential Proposers.
3. Any further questions from potential Proposers are to be provided in the format of the Question/Issues Log. We appreciate your cooperation in using a standard format.

End of Addendum 1 dated 04-18-2013

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91086

TECHNICAL PROPOSAL DUE DATE:

Tuesday, April 30, 2013 on or before 5:00 P.M.

RFP FOR: eLearning Products for MEEC

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 04-18-2013

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM

Addendum 1 – April 18, 2013				
	Solicitation Section	Solicitation Reference	Question	USM/MEEC Response
1	Section I - General Information/Instructions to Offerors and Section II. Specifications/Scope of Work	Section I, Paragraph 1.1 Purpose Section II, Paragraph 1. Introduction and Background	Does MEEC expect to add additional courses to the categories listed in the RFP, during the Master Contract period? If MEEC adds new courses, will you issue an RFP or will the courses be added to a pre-existing Master Contract?	This is not a solicitation for Learning Management Systems (LMS's), but rather a solicitation for proposals from vendors who have an established catalog of computer-based training/eLearning courses for professional development that are delivered either through the vendor's portal or through the MEEC member's portal. Therefore, additional courses would not be added by MEEC, but rather by the successful vendor(s). Per Section II. Paragraph 1. of the Solicitation, "As an awarded vendor's catalog of eLearning courses evolves, these additional offerings are to be made available to the USM/MEEC eligible institutions during the term(s) of the resulting contract(s)."
2	Section I - General Information/Instructions to Offerors	Paragraph 1.1 Purpose and Paragraph 7. Contractual Agreement and Term	Do you anticipate awarding Master Contracts to more than one vendor?	Per Section I, Paragraph 1.1, of the Solicitation, "This proposal is solicited for the purpose of selecting one or more vendors to provide a catalog of computer-based training/eLearning courses....." Per Section I, Paragraph 7 of the Solicitation: "It is intended that multiple Contract(s) will result from this Solicitation. However, USM/MEEC reserves the right to award to a single Contractor if deemed in its best interest."
3	General Question	Appendix S, Solicitation Terms and Conditions and Section III, Article 1, Technical Proposal Requirements	Would you consider awarding a Master Contract to a vendor that does not offer all of the required courses?	MEEC will consider such a proposal. Per Appendix S, Solicitation Terms and Conditions, 2. Rejection and Acceptance of Proposals, ".....The University further reserves the right to make a whole award, multiple awards, a partial award, or no award at all." However, the magnitude and comprehensiveness of the Offeror's catalog of courses will be evaluated by the Evaluation and Selection Committee as part of the Offeror's response to Section III, Article 1, Paragraph 2.2 Scope of eLearning Product Offerings and Approach to Access and Support the Products.
4	Solicitation Schedule	Solicitation Schedule	When do you anticipate awarding the Master Contract(s)?	Refer to the Solicitation Schedule, page 2 of the Solicitation for this information.
5	General Question		Does MEEC charge a fee at all to submit bids?	No
6	General Question	Appendix S, Solicitation Terms and Conditions and Section III, Article 1, Technical Proposal Requirements	Is it possible to submit for only the higher education institutions that are a part of MEEC? Or only the K-12 ones? We have a number of different products for each of these different segments.	See response to question 3 above. MEEC will consider such a proposal.

7	Section III, Article 3. Price Proposals	2. Content of Price Proposal	Is this solicitation requiring a lower price (below standard pricing) for each institution?	<p>USM/MEEC is not requesting price proposals at this time. Only the technical proposal is to be submitted by the due date and time established in the Solicitation Schedule. Only the final shortlisted Proposers will be requested via written addendum to the Solicitation to submit Price Proposals.</p> <p>Each final shortlisted vendor will need to make its own business decision regarding the pricing offered to USM/MEEC. Per Paragraph 2 of Section III, Article 3, "It is expected that based on the number of potential users of the resulting Contracts that Proposers provide MEEC extremely favorable pricing." All members of MEEC will be able to purchase at the quoted prices. As well, per Section II, Paragraph 1, "All pricing will be specified as a maximum price, and subject to lower pricing for promotional offerings, higher discounts, etc."</p>
8	Section I - General Information/Instructions to Offerors	Paragraph 1.1 Purpose	Do you have a list of every MEEC institution you could send me in a document?	Per the third paragraph under Section I, Paragraph 1.1 Purpose, "For a profile of the MEEC and the list of prospective participating institution members, see www.meec-edu.org " The specific link to the membership list on this website is http://www.meec-edu.org/currentmembers.html
9	General Question		Does MEEC take a fee portion of each deal that results from the contract?	No