



**UNIVERSITY OF MARYLAND
GLOBAL CAMPUS**

DATE: July 29, 2020

TO: Shortlisted Proposers

FROM: Sharon Barry
Director, Procurement and Business Affairs
301-985-7156

Phan Truong
Senior Buyer, Technology Procurement
301-985-7143

RE: RFP 91786 – Employee Survey Services
Addendum #3 dated 07/29/2020

The following revises the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and returning it, via email, to the Ordering Office contacts listed in the solicitation.

1. In Accordance with Section III. Article 3, at p. 14 of the RFP, UMGC is requesting Best and Final Offer (“BAFO”) Price Proposals. The BAFO Price Proposal Form including acknowledgement of receipt of addenda is attached for completion. The due date and time for the BAFO Price Proposal is established as Tuesday, August 4, 2020, on or before 2:00 pm ET. BAFO Price Proposals are to be submitted electronically to Sharon Barry at sharon.barry@umgc.edu and Phan Truong at phan.truong@umgc.edu. The time of the receipt by the Issuing Office will be the time noted on the Proposer’s sent email. Late Proposals cannot be accepted.
2. The Solicitation Schedule, on page 2 of the RFP is being revised to the following schedule.

**SOLICITATION SCHEDULE
RFP #91786**

Issue Date:	Tuesday, April 14, 2020
Last Day for Questions:	Tuesday, May 5, 2020 by 2:00PM ET
Technical Proposal Due Date:	Thursday, May 28, 2020 by 2:00PM ET
Oral Presentation via Zoom:	June 24 – June 30, 2020
Price Proposal Due Date:	Thursday, July 9, 2020 by 2:00PM ET
BAFO Price Proposal Due Date	Tuesday, August 4, 2020 by 2:00PM ET
Contractor(s) Selection Anticipated to be Finalized:	Monday, August 17, 2020
Contract Commencement:	Monday, August 31, 2020

Attachments: Exhibit A – BAFO Price Proposal Form

End of Addendum Three dated 07-29-2020



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ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

PROPOSAL NO.: RFP 91786
BAFO PRICE PROPOSAL DUE DATE: August 4, 2020 AT 2:00 P.M.
PROPOSAL FOR: _____
PROPOSER: _____
Federal Identification Number/Social Security Number: _____

BAFO PRICE PROPOSAL

DATE _____

Sharon Barry
Phan Truong
University of Maryland Global Campus
Office of Procurement Services
3501 University Blvd. East, Room 4100
Adelphi, MD 20783

Dear Ms. Barry and Ms. Truong:

The undersigned hereby submits the Financial Proposal as set forth in RFP # 91786 dated July 29, 2020, and the following subsequent addenda:

Addendum 1 dated 5-12-20
Addendum 2 dated 6-04-20
Addendum 3 dated 7-29-20
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 provide services 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 UMGC cannot be responsible for Proposer’s errors or omissions. Any price proposal that has been accepted by UMGC may not be withdrawn by the contractor.

- A. Initial term fee: \$ _____
Based on 6,944 employees. (Proposers are to provide information regarding when, if ever, the fee could increase/decrease in the initial year.)



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- B. Attached to this Best and Final Offer Price Proposal Form is our firm's response. We understand there are no reimbursable expenses allowed. Any hourly rates will be used to negotiate any change order work, if any such changes become necessary during the course of the engagement.

We understand that throughout the Term or Renewal Term(s) of the Master Contract, UMGC may request additional staff positions, or the Master Contractor may propose to UMGC to add additional staff positions, under these categories as may be applicable and/or appropriate. If such additional staff positions are added, an amendment to the Master Contract or Task Order Contract will be executed by both parties.

We understand that by submitting a proposal we are agreeing to 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.

The evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents. We understand that technical weighs greater than financial.

We understand that the 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 Representative(s) and Executive Manager and any other Key People named within our Technical Proposal will be assigned to the UMGC Contract for the duration of this Contract. We understand that no changes in these assignments will be allowed without written authorization from the University via contract amendment prior to such changes being made.

Enclosure: #91786 BAFO PRICING FORM

(Signatures should be placed on following page.)



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

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:

B. CO-PARTNERSHIP PRINCIPAL

In Presence of Witness: _____

(Name of Co - Partnership)

ADDRESS _____

TELEPHONE NO. _____

Printed Name: _____

_____ as to

BY _____

(Partner)

Printed Name: _____

_____ as to

BY _____

(Partner)

C. CORPORATION

Attest: _____

(Name of Corporation)

ADDRESS _____

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



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#91786 BAFO PRICING FORM

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