



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

DATE: September 30, 2020

TO: All Shortlisted Proposers

FROM: Eric Pfister
Assistant Director, Technology Procurement
301-985-7095

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

RE: RFP # 91819 – AEM Cloud Service Implementation
Addendum #2 dated 9/30/2020

This addendum is issued to all proposing firms who are shortlisted following the demonstration sessions. Receipt of this addendum will be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it with the Price Proposal.

1. The Solicitation Schedule, on page 2 of the RFP is being replaced with the following schedule (*denotes changes to the original RFP schedule).

Issue Date:	August 19, 2020
Last Day for Questions:	August 27, 2020, 2:00PM ET
Technical Proposal Due Date:	September 11, 2020, 2:00PM ET
Oral Presentation/Discussion Session(s):	Week of September 21st-25th, 2020
Price Proposal Due Date:	October 8, 2020, 2:00PM ET *
BAFO Pricing Due	October 21, 2020, 2:00PM ET *
Contractor(s) Selection Anticipated to be Finalized:	October 23, 2020 *
Agreement Executed by Selected Contractor(s):	October 26-30, 2020 *
Contract Commencement:	November 2, 2020

In accordance with **Section III. Procurement Phases and Evaluation Process, Article 3. Price Proposals**, at p. 18 of the RFP, Shortlisted Proposers are requested to submit a Price Proposal no later than **Thursday, October 8, 2020 at 2:00pm ET**. Price Proposals are required to be submitted to UMGC's Box email address. The Box email address is PRICE_P.kikxn659zjj79glw@u.box.com. Late proposals cannot be accepted.

By providing to UMGC the Price Proposal electronically, the Proposer grants the University the unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

2. Price Proposals must be based on the information provided in the RFP, as amended and all other communications including the Vendor Interviews. The Price Proposal **must** consist of the following:
 - a. The Price Proposal Form, “UMGC RFP 91819 - Adobe AEM Implementation_Pricing Form.xlsx”, issued with this Addendum as an email attachment;
 - b. For reference, UMGC will be purchasing the following AEM licensing for this implementation:
 - i. AEM Sites as a Cloud Service (3 year commitment)
 - 1 production, 1 stage, 1 development, and 1 QA environment
 - 99.9 SLA
 - 11 million page views/month
 - 1TB Storage
 - 40 concurrent users
 - AEM Assets for AEM Sites (DAM)
 - ii. Analytics Foundation Pack for Experience Cloud
 - iii. Personalization Foundation by Target
 - iv. Premier Enterprise Support
 - c. (Tab 1 of Price Proposal Form, “AEM Price”). Provide a fixed fee with a milestone payment structure for the professional services required for the implementation of the solution. Proposing firms will describe the milestone activity and include the deliverables produced as referenced in the RFP;
 - d. (Tab 2 of Price Proposal Form, “Rate Card”). Provide a Rate Card for proposed resources, which includes the hourly rates for onsite and remote work. The quoted hourly rates for **onsite work** are to be fully loaded, that is the hourly rates are to include all expenses and travel. UMGC will not reimburse for travel or expenses, nor will UMGC pay for the time associated for the staff resource to travel to UMGC for onsite meeting;
 - e. (Tab 3 of Price Proposal Form, “Level of Effort”). Completion of the Excel Spreadsheet for Implementation Costs issued with this Addendum. This will provide a detailed level of effort staffing plan with hours for each staff person for each milestone and his/her associated hourly rate for both onsite and remote work. Each line is to be priced; each milestone totaled as well as a cumulative number of hours for the project is to be provided, and a cumulative price for the entire project is to be provided. Provide the date

range for each milestone. The Worksheet must be returned to UMGC in Excel format with formulas available for UMGC to review;

- f. Proposing firms are required to detail any assumptions made which will affect pricing;
- g. The Price Proposal Form Affidavit, attached herein as Exhibit A to this Addendum.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation: UMGC RFP #91819 – AEM Cloud Service Implementation

PRICE PROPOSAL DUE DATE: Thursday, October 8, 2020 at 2:00 PM ET

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. <u> 1 </u>	dated <u>9/01/2020</u>
Addendum No. <u> 2 </u>	dated <u>9/30/2020</u>
Addendum No. _____	dated
Addendum No. _____	dated
Addendum No. _____	dated

Signature

Name Printed

Title

EXHIBIT A - PRICE PROPOSAL FORM AFFIDAVIT

PROPOSAL NO.: RFP 91819

PRICE PROPOSAL DUE DATE: October 8, 2020 AT 2:00 P.M. ET

PROPOSAL FOR: AEM Cloud Service Implementation

PROPOSER: _____

Federal Identification Number/Social Security Number: _____

PRICE PROPOSAL

DATE _____

Eric Pfister
University of Maryland Global Campus
Office of Procurement
3501 University Blvd. East
Adelphi, MD 20783

Dear Mr. Pfister:

The undersigned hereby submits the Financial Proposal as set forth in RFP # 91819 dated August 19, 2020, and the following subsequent addenda:

Addendum <u>1</u>	dated <u>09/01/2020</u>
Addendum <u>2</u>	dated <u>09/30/2020</u>
Addendum <u>3</u>	dated _____
Addendum <u>4</u>	dated _____
Addendum <u>5</u>	dated _____

We confirm that this 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.

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.

(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: _____

B. CO-PARTNERSHIP PRINCIPAL

(Name of Co - Partnership)
ADDRESS _____

In Presence of Witness:

TELEPHONE NO. _____

Printed Name: _____

_____ as to

BY _____
(Partner)

Printed Name: _____

_____ as to

BY _____
(Partner)

C. CORPORATION

(Name of Corporation)
ADDRESS _____

Attest:

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

TELEPHONE NO. _____

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

BY: _____

Signature of Officer and Title

Printed Name

Title