



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

DATE: November 18, 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 #4 dated 11/18/2020

The following amends the above referenced RFP documents. Receipt of this addendum will be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it with the 2nd BAFO 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	November 3, 2020, 2:00PM ET
2 nd BAFO Pricing Due	November 24, 2020, 1:00PM ET
Contractor(s) Selection Anticipated to be Finalized:	November 30, 2020 *
Agreement Executed by Selected Contractor(s):	December 9, 2020 *
Contract Commencement:	January 7, 2021 *

In accordance with **Section III. Procurement Phases and Evaluation Process, Article 3. Price Proposals**, at p. 18 of the RFP, Proposers are requested to submit a 2nd BAFO Price Proposal no later than **Tuesday, November 24, 2020 at 1:00pm ET**. 2nd BAFO Price Proposals are required to be submitted to UMGC’s Box email

address. The Box email address is PRICE_P.1t99feyvoyr0otm@u.box.com. Late proposals cannot be accepted.

By providing to UMGC the 2nd BAFO 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. Section 8 Contractual Agreement and Term (see p. 6) of the Solicitation documents issued August 19, 2020, is hereby deleted in its entirety and replaced with the following:

“It is intended that one (1) contract will result from this Solicitation.

The award may be subject to the approval of the Board of Regents of the University System of Maryland and/or the State of Maryland Board of Public Works. Upon receipt of all required approvals, the University will execute the Contract with the awarded Vendor/Contractor.

Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of UMGC, or such other date as UMGC and the Contractor shall agree. The initial term of the Contract is anticipated to start on or around January 7, 2021 through January 6, 2022. There will be one (1) one-year renewal options at the sole discretion of UMGC”.

3. 2nd BAFO Price Proposals must be based on the information provided in the RFP, as amended and all other communications including the Vendor Interviews. The 2nd BAFO Price Proposal **must** consist of the following:

- a. The 2nd BAFO Price Proposal Form, “UMGC RFP 91819 - Adobe AEM Implementation_2nd BAFO Pricing Form.xlsx”, issued with this Addendum as an email attachment. Deviations and edits to the 2nd BAFO form are permitted as long as they are accompanied by explanations that can be easily interpreted by the UMGC evaluation team;

- 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; and
- g. The 2nd BAFO Price Proposal Form Affidavit, attached herein as Exhibit A to this Addendum.

Attachments: Exhibit A – 2nd BAFO Price Proposal Form Affidavit

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation: UMGC RFP #91819 – AEM Cloud Service Implementation

PRICE PROPOSAL DUE DATE: Tuesday, November 24, 2020 at 1:00 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. <u> 3 </u>	dated <u>10/27/2020</u>
Addendum No. <u> 4 </u>	dated <u>11/18/2020</u>
Addendum No. <u> </u>	dated

Signature

Name Printed

Title

EXHIBIT A – 2ND BAFO PRICE PROPOSAL FORM AFFIDAVIT

PROPOSAL NO.: RFP 91819

PRICE PROPOSAL DUE DATE: November 24, 2020 AT 1:00 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 2nd BAFO 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 <u>10/27/2020</u>
Addendum <u>4</u>	dated <u>11/18/2020</u>
Addendum <u>5</u>	dated _____

We confirm that this Best and Final Offer 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 Best and Final Offer Price 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