



**Questions and Answers No. 1
RFP 060B6400028
GIS Software Master Contract**

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations contained in the following responses to questions by potential Offerors are final and binding to the State. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

- 1) Is there a specific format is to be used to provide product prices? Attachment F references the "Price Form" - is this provided?

RESPONSE: Attachment F is to be submitted with the Financial Proposal by an Offeror committing to provide pricing no higher than the MSRP as of the date of the PORFP proposal submission.

- 2) Where shall our proposed products be listed and described? Is this in the Manufacturer's Letter of Authorization - section 4.2.2.6? Or, do we follow section 3.3.6 in describing each product? If we are to use section 3.3.6 format, where should this be in the Technical Proposal?

RESPONSE: The proposed products shall be listed according to Section 4.2.2.6.

- 3) In the Financial Proposal (Attachment F) (and referenced in Evaluation Criteria - section 5.2), are we allowed to propose discounted product pricing in this RFP? Or, only list (MSRP) pricing?

RESPONSE: Discounted prices are acceptable at the secondary level of competition.

- 4) If we are the product manufacturer, are we allowed to sell direct to the end user departments, or must we use a reseller?

RESPONSE: Manufacturers are not obligated to use a reseller for competition.

- 5) Is section 4.2.2.6 B - Manufacturer Letter's of Authorization required if we are the product manufacturer?

RESPONSE: Please submit a letter on your company letterhead that explains you will be selling your own product.

- 6) In the submission package, do you want one original of the Technical and Pricing Proposal plus two copies, all with original signatures? This is not clear from sections 4.2.3, 4.4.2, and 4.4.3.

RESPONSE: Yes. Refer to Section 4.4.1, Proposal Packaging for the technical and pricing proposal packaging.

- 7) Is the Parent Company Guarantee (Attachment A, section 17) applicable for this RFP?

RESPONSE: The Parent Company Guarantee is not applicable for this RFP.

- 8) RE: 5.9 & 5.10
Python is required by the GeoSystems Monitor and needs to be installed on the users server. Because it's required, we include a Python executable as part of our installation package. Does this go against the States "Patents, Copyrights, Intellectual Property" requirements?

RESPONSE: See Amendment #1.

- 9) Can price sheet line items, including prices, be modified during the RFP Contract Period?

RESPONSE: Price can only be modified at the secondary level of competition. The MSRP cap cannot be exceeded.

- 10) While we see there are existing Cloud needs (iMap for example) the functional areas do not include a need for Cloud/SaaS. Should Cloud/SaaS be a new functional area added to the RFP or does the State intend to procure Cloud/SaaS under a future solicitation?

RESPONSE: Cloud/SaaS is not under this solicitation. Currently, DoIT's intent is to issue a Cloud SaaS procurement in the future.

- 11) Do vendors need to bid on all functional areas or can they bid on the functional areas that most apply to their product offerings?

RESPONSE: Offerors should only submit the functional area sheet(s) that they are proposing.

- 12) In constructing our proposal how should we segregate the functional areas as part of our response?

RESPONSE: Offerors proposals should include a separate section for each functional area proposed that details that functional area.

- 13) Section 1.1.18 – We don't license/sell our software through any other vendor/contractor since we are the owner of the software. Does this preclude us from responding?

RESPONSE: No. Also, please note there is no Section 1.1.18 in the RFP.

- 14) Section 4.3 (p. 34) – “as in the case when a manufacturer is the only distributor of its own product, the manufacturer’s proposed price on its letterhead will be sufficient for MSR pricing.” Do you mean as in the case when an Offeror is the only...

RESPONSE: As DoIT understands the question, when a manufacturer is the only distributor of its own product, the manufacturer’s proposed price on its letterhead is sufficient for MSRP pricing.

- 15) Section 3.13 – Travel Reimbursement: please clarify do you mean travel time (billing time for travel), travel expenses (airfare, mileage), and if travel expenses does this include all travel expenses such as meals, hotel, car rental, etc.?

RESPONSE: The State will not reimburse for any travel performed under this Master Contract.

- 16) Section 1.1.4 – Can you provide examples of who will be making requests for software? You mention State Agencies does this include Cities and Counties within the State of Maryland?

RESPONSE: Refer to Section 1.44, Contract Extended To Include Other Non-State Governments or Agencies.

- 17) Section 3.1.3 – You state that this solicitation does not include custom services or training however those are used as examples for Functional Area III. Does this mean it is acceptable to include those items in Functional Area III?

RESPONSE: Functional Area III is for annual maintenance and technical support.

- 18) Section 3.3.4 – What is the term (time limit) in which the State can return GIS software?

RESPONSE: The State will endeavor to comply with the period for return that is in the GIS Software license.

- 19) Section 3.10.1 – Please clarify if there is a requirement to have a physical office to conduct process ordering.

RESPONSE: No, a physical office to conduct process ordering is not required.

- 20) Section 4.3 – Where can we find the format specified in Attachment F (does not state in F)?

RESPONSE: See response to Question #1.

- 21) Attachment A 2-.1 – The language in this section states that the Contractor shall provide COTS Software, Installation and/or training. It was stated in Section 3.1.3 that training is not included in this solicitation. Please clarify.

RESPONSE: See Amendment #1.



22) Will the State accept compliance with a standard such as WCAG 2.0 AA as meeting the Nonvisual Accessibility requirement in the contract?

RESPONSE: Yes, the State will accept compliance with standard such as WCAG 2.0 AA.

23) Since the closing date is so close to the Q an A date, are you willing to extend the closing another week? Maybe to April 29?

RESPONSE: The proposals are due April 22, 2016 at 2:00 PM local time.

Thank you,

Alicia Baltimore
Procurement Officer