

Request for Quote (RFQ) – 1595551S
State of Maryland
Salesforce.com SaaS and Products
Blanket Purchase Agreement (BPA)

1.0 Introduction

This Request for Quote (RFQ) is placed under the General Services Administration (GSA) Multiple Award Schedule for Information Technology (Contract No. 47QSWA18D008F) under the authority of the GSA Cooperative Purchasing program.

The Department of General Services (DGS or the "Department") for the State of Maryland (the State) is issuing this Request for Quote (RFQ) in order to award one Statewide Blanket Purchase Agreement (BPA) contract for Salesforce.com SaaS and Products for participating State agencies (described as Requesting/Billed Agency). It is the State's intention to obtain goods and services, as specified in this RFQ, from a Contract between the selected Offeror and the State. The Contract will provide Requesting/Billed Agencies the ability to obtain Salesforce.com SaaS and Products by issuing purchase orders specific to that agency's needs. Salesforce.com SaaS and Products to be furnished under the Contract will be ordered by the issuance of specific purchase orders as needed throughout the term of the Contract. Purchase Orders entered into between the State and the Contractor are subject to the terms of the Contract. A Purchase Order may not in any way conflict with or supersede the Contract. In the event of such a conflict, the Contract will control.

2.0 Background

The Contract applies exclusively to all entities to which Subtitle 3 of Title 3.5 of the State Finance and Procurement Article is applicable pursuant to Section 3.5-302 of the State Finance and Procurement Article.

Maryland State and local entities as defined in State Finance and Procurement Art. § 13-110(a)(5) and (7) and not-for-profit entities within the State of Maryland may purchase from the Contractor goods or services covered by the Contract at the same prices chargeable to the State. All such purchases by non-executive branch entities, non-State governments, government agencies or not-for-profit entities:

- A. Shall constitute Contracts between the Contractor and that government, agency or not-for-profit entity;
- B. Shall not constitute purchases by the State or State agencies under the Contract;
- C. Shall not be binding or enforceable against the State; and
- D. May be subject to other terms and conditions agreed to by the Contractor and the purchaser.

All Contract prices, terms, and conditions must be provided to any Maryland local government or not-for-profit entity requesting services under the Contract. The Contractor bears the risk of determining whether or not a government, agency or organization with which the Contractor is dealing is a State entity.

3.0 Scope

This RFQ is being issued on behalf of the Department of Information Technology (DoIT), which is a cabinet-level agency that has responsibility for information technology matters across State agencies including policy, procurement, and consolidation of information technology functions.

The State requires access to the variety of Salesforce.com SaaS and Products offerings. It is in the best interest of the State to enter into one Statewide contract through which such offerings are made available to the State at fixed prices and through which Requesting/Billed Agencies may purchase Salesforce.com SaaS and Products specific to that agency's needs through the issuance of one or more Purchase Orders issued by the agency. DoIT will manage this Contract.

4.0 Period of Performance

The term of this Contract begins on the date the State signs the Contract following any required approvals, including the approval by the Board of Public Works, if such approval is required (the "Effective Date"). If the GSA renews Contract No. 47QSWA18D008F, the term of the State's Contract with the selected Offeror will run for a period of three years from the Effective Date (the "Initial Term"). The Department shall have the unilateral right to extend that Contract for two, successive one-year renewal options (each a "Renewal Term") for a total potential Contract length of up to five (5) years.

If the GSA does not renew Contract No. 47QSWA18D008F, the State's Contract with the selected Offeror will end on August 21, 2023 (Contract No. 47QSWA18D008F's expiration date absent any renewal by the GSA).

As of the date of the Notice to Proceed (NTP), the Contractor shall perform all activities required by the Contract. The Contractor's obligations to pay invoices to third parties that provide products/services during the Contract term, as well as the audit, confidentiality, document retention, and indemnification obligations of the Contract (see Attachment 2), shall survive expiration or termination of the Contract and continue in effect until all such obligations are satisfied.

5.0 Two-Part Submission

Offerors shall submit Proposals in separate volumes:

- a) Volume I – Technical Proposal
- b) Volume II – Financial Proposal

The Technical Proposal consists of only a Transmittal Letter that is signed by an individual who is authorized to commit the Offeror to its Proposal. The Transmittal Letter should include the following:

- A. Name and address of the Offeror;
- B. Name, title, e-mail address, and telephone number of the primary contact for the Offeror;
- C. Request for Quote Title and Number that the Proposal is in response to;
- D. Signature, typed name, and title of an individual authorized to commit the Offeror to its Proposal;
- E. Federal Employer Identification Number (FEIN) of the Offeror;
- F. Offeror's eMaryland Marketplace Advantage (eMMA) number;
- G. Offeror's MBE certification number (if applicable);
- H. Acceptance of all State RFQ and Contract terms and conditions; if any exceptions are taken, they are to be noted in the Transmittal Letter.

The Financial Proposal is a completed Attachment 1 – Salesforce.com SaaS and Products pricing Template.

Offerors must complete Attachment 1 Salesforce.com SaaS and Products Pricing Template and Attachment 3 State of Maryland Bid/Proposal Affidavit. The other attachments are required after notice of recommended award.

NOTE: By submitting Attachment 1, the Offeror certifies that all product and pricing information listed in the attachment is approved by the GSA under Contract No. 47QSWA18D008F.

The State of Maryland is seeking additional discounts off the GSA Schedule rate.

RFQ Attachments

Attachment 1 – Salesforce.com SaaS and Products Pricing Template

Attachment 2 – State of Maryland Contract

Attachment 3 - The State of Maryland Bid/Proposal Affidavit (see link at https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/AttachmentC-Bid_Proposal-Affidavit.pdf)

Attachment 4 - The State of Maryland Contract Affidavit (see link at <https://procurement.maryland.gov/wp-content/uploads/sites/12/2020/03/Attachment-N-Affidavit.pdf>)

Attachment 5 - The State of Maryland Conflict of Interest Affidavit and Disclosure (see link at <http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentH-Conflict-of-InterestAffidavit.pdf>)

Attachment 6 – The State of Maryland Non-Disclosure Agreement (Contractor) (see link at <https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Attachment-I-Non-DisclosureAgreementContractor.pdf>)

Attachment 7- The State of Maryland Location of Performance of Services Disclosure (see link at <http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Attachment-L-PerformanceofServicesDisclosure.pdf>)