



Statewide Personnel System (SPS)
Software as a Service
Human Capital Management
Solution

RFP #060B3490012

June 19, 2013

Agenda

- Introduction
 - Protocol
 - Registered Attendees
 - Procurement Overview
 - Project Description
 - Scope of Work
 - Procurement Specifics
 - Response Requirements
 - Procurement Schedule
 - State's Contract
 - Questions & Answers
- Ed Bannat
Procurement Officer
- Gagan Setia
Program Manager
- Ed Bannat
- Panel

Contacts

Ed Bannat

Procurement Officer

edward.bannat@maryland.gov

45 Calvert Street, Room 445

Annapolis, MD 21401

410-260-7662

Gagan Setia

Program Manager

gagan.setia@maryland.gov

301 W.Preston Street, Room 507

Annapolis, MD 21201

410-767-4085

Procurement Description

1. Proposals due by 2PM July 10, 2013.
2. Contract to provide the State most advantageous (best fit/value) multi-tenant SaaS HCM solution.
3. This will be a Fixed Price Contract.
4. The term of the contract shall be for a base period of five (5) initial years, with the State having the unilateral right to exercise renewal options for two (2) five (5)-year renewal terms.

Procurement Description – cont.

5. Questions: If questions posed during the conference are answered verbally, such answers are non-binding on the State and only written responses to the questions in the form of a written question and answer set to this RFP will be valid.
6. Proposals are due no later than 2:00 PM (local time) on Wednesday, July 10, 2013.
7. Amendments - If it becomes necessary to revise this RFP before the due date for proposals, the State will issue amendments

Procurement Description – cont.

8. Offerors will be required to make a software demonstration & validation workshop and oral presentations to State representatives. Significant representations made by an Offeror during the oral presentation must be reduced to writing.
9. Neither multiple nor alternate proposals will be accepted.
10. An Offeror shall raise all exceptions to the Contract, itemized with specific language, prior to submitting the technical proposal. In the Executive Summary of their Technical Proposal it is expected that Offerors will commit to sign the State's Contract, attached as Attachment A.

Procurement Description – cont.

11. Bid/Proposal Affidavit. Must be submitted with proposal.
12. Offerors must be registered with the State Department of Assessment and Taxation.
13. Offerors must be registered on eMarylandMarketplace.
14. Proposals due by 2PM July 10, 2013.



Scope of Work

1. Multi-tenant SaaS HCM solution.

Proposals

1. Volume I - Technical Proposal shall be sealed separately from Volume II - Financial Proposal
2. One unbound original and six (6) copies of each volume are to be submitted.
3. An electronic version of both the Volume I - Technical Proposal in MS Word 2003 format and the Volume II - Financial Proposal in MS Excel 2003 format Transmittal Letter
4. Proposal itself
5. Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal only)
6. Conflict of Interest Affidavit (Attachment D)
7. Living Wage Affidavit (Attachment E)

Technical Evaluation Criteria

1. Overall degree of fit of the Offeror's proposed SaaS solution with the State's functional and non-functional requirements;
2. Offeror's prior experience in successfully completing projects similar in scope to the SPS, as verified by customer references;
3. Offeror's approach to and prior experience providing subscription services;
4. Offeror's financial capability;
5. Quality of SPS SaaS Solution demonstration and validation workshop; and
6. Quality of Offeror's oral presentation.

Financial Evaluation Criteria

- All qualified Offerors will be ranked from the lowest to the highest price based on their total price proposed within the stated guidelines.

Overall Evaluation

- The responsible Offeror whose proposal is determined to be the most advantageous to the State considering technical evaluation factors and price factors as set forth in this RFP will be recommended for award. In making the most advantageous and best fit Offeror determination, technical factors will be given greater weight than price factors.

Questions ??

1. Again, remember, unless the State's response is in writing, it is not official!!
2. Proposals due by 2PM July 10, 2013.
3. Thank You!