



Motor Vehicle Administration

Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

410-768-7000
1-800-950-1MVA
CUSTOMER SERVICE
CENTER

1-800-492-4575
TTY

www.MVA.Maryland.gov
WEB SITE

September 23, 2016

Amendment #3

Enterprise Content Management System RFP

Solicitation Number 060B6400035

Document Imaging Workflow System 2 (DIWS 2) Task Order 1

TORFP Number V-HQ-16025-IT

Ladies/Gentleman:

This Amendment #3 is being issued to amend and clarify certain information contained in the above referenced Request For Proposal (RFP), Task Order Request For Proposal (TORFP) #1, and Amendment #1. All information contained herein is binding on all Offerors who respond to this solicitation. For the following changes/additions, any new language has been underlined and marked in bold (i.e., **new**) and any deleted language has been marked with a strikeout (i.e., ~~deleted~~).

1. RFP, Table of Contents,

2	COMPANY AND PERSONNEL QUALIFICATIONS <u>Experience</u>	34
2.1	Offeror Minimum Qualifications Experience Level	34
2.2	Offeror Personnel Minimum Qualifications Experience Level	35
2.3	Offeror Preferred Qualifications Experience Level	Error! Boc 34
2.4	Personnel Preferred Qualifications Experience Level	Error! Boc 36

2. RFP, Section 2,

2 COMPANY AND PERSONNEL QUALIFICATIONSEXPERIENCE

This section identifies ~~minimum~~ experience ~~levels~~and ~~qualifications~~ that all Offerors ~~must possess as a minimum requirement for responding to this RFP~~ **will be evaluated on**. ~~The State seeks proposals only from Offerors who meet these qualifications.~~ All experience must be within the past seven years, unless otherwise stated. (See Section 4 for additional details on the format of the response and the information to be included.)

3. RFP, Section 2.1, and first two paragraphs of Section 2.2,

2.1 Offeror ~~Minimum Qualifications~~**Experience Level**

2.1.1 Offeror's Integration Experience and Integration References

For each experience area, unless noted otherwise, the experience may *only* be provided by the Offeror. For areas that allow Subcontractor experience, the Subcontractor shall provide a letter indicating its intent to participate on the team as a Subcontractor to the Offeror.

~~For the purpose of the minimum qualifications,~~ "large" **"Large** scale" is defined as Enterprise Content Management ("ECM") projects meeting all of the following criteria:

4. RFP, Section 2.1.1.1,

2.1.1.1 Integration Experience (~~Two Required~~) — **Provide two (2) examples of Large-scale ECM Projects successfully implemented by the offeror.** Subcontractor experience may be used on one of the examples. **Successful implementations more proximate to the release of this RFP will be more favorably evaluated.**

A. The Offeror ~~must have~~ **has** implemented two (2) large scale ECM technology solutions ~~that meet~~ **meeting** all criteria of the large scale definition plus ~~have included~~ a migration of at least 200 million documents of which some portion ~~must be~~ **were** images.

B. ~~At least one project must have been~~ **was** for a public sector customer.

C. ~~The Offeror must have successfully completed~~ **Completion of** one such project ~~in~~ **occurred within** the past three (3) years and ~~completed both projects~~ **were completed** within seven (7) years.

5. RFP, Section 2.1.2, excluding subsections,

2.1.2 Offeror's ECM COTS Vendor Experience and References

~~Offerors must propose ECM COTS software, systems and/or platforms from an ECM COTS vendor with the experience described in this section 2.1.2.~~ The ~~minimum qualifications~~ **experience levels** in this section **are strongly sought after in** ~~must be met by the ECM COTS vendor.~~ If the ECM COTS vendor is a Subcontractor, Subcontractor experience may be used to meet ~~this minimum qualification~~ **these experience levels**.

6. RFP, Section 2.2,

2.2 Offeror Personnel ~~Minimum Qualifications~~**Experience Level**

Offerors must propose a team ~~which meets the minimum experience levels outlined in this RFP~~ for the positions listed in Section 1.23 (See also submission instructions). ~~Minimum experience~~ **Experience** levels for each Key Personnel are identified in the labor categories in Attachment U and within Attachment W Task Order 1 (DIWS 2) Section 3.5.1 Labor Categories.

7. RFP, Section 2.3, first paragraph,

2.3 Offeror Preferred Qualifications Experience

An Offeror may be evaluated higher for the Offeror Qualifications Experience Levels and Capabilities evaluation factor [Section 5.2.2 Offeror Experience Levels and Capabilities, including proposed Subcontractors (See RFP § 4.2.2.8 – 4.2.2.14) Offeror Qualifications and Capabilities, including proposed subcontractors (See RFP § 4.2.2.8 – 4.4.2.14)] if it has the preferred qualifications listed below.

8. RFP, Section 2.4, first paragraph,

2.4 Personnel Preferred Experience Levels Qualifications

An Offeror may be evaluated higher for the evaluation factor Experience Levels and Qualifications of Proposed Contractor Personnel evaluation factor [Section 5.2.3 Experience Levels of Proposed Contractor Personnel (See RFP § 4.2.2.7) Experience and Qualifications of Proposed Contractor Personnel (See RFP § 4.2.2.7)] if the proposed Key Personnel for Attachment W Task Order 1 (DIWS 2) have the preferred experience levels qualifications listed below in addition to the experience levels identified in Section 2.2 Offeror Personnel Experience Level.

9. RFP, Section 2.4.1 heading,

2.4.1 Preferred Experience Levels Qualifications for Project Manager

10. RFP, Section 2.4.2 heading,

2.4.2 Preferred Qualifications Experience Levels for Lead Application Architect

11. RFP, Section 2.4.3 heading,

2.4.3 Preferred Qualifications Experience Levels for Lead for Software Development

12. RFP, Section 2.4.4 heading,

2.4.4 Preferred Qualifications Experience Levels for Lead for Content Migration

13. RFP, Sections 3.1.5 and 3.1.6,

3.1.5 The awarded Offeror shall be able to perform all requirements as detailed in Section 3 of this RFP. Offerors shall be required to furnish satisfactory evidence as defined in Section 2.1 and 2.2 regarding the that it meets or exceeds all minimum qualifications experience levels listed in Section 2 of this RFP.

3.1.6 As part of the Proposal for this RFP, Offerors shall propose the Key Personnel as noted in Section 1.23 and shall describe in a Staffing Plan how additional resources shall be acquired to meet the needs of the State. All other planned positions shall be described generally in the Staffing Plan, and must not be used as evidence of fulfilling company or personnel minimum qualifications.

14. RFP, Sections 3.6, 3.6.1 and first four paragraphs of Section 3.6.1,

3.6 Labor Categories and ~~Qualifications~~ Experience Levels

3.6.1 Labor Categories

~~To be responsive to this RFP, Offerors must meet the minimum qualifications for the four positions listed in Section 1.23 and further described in Attachment W Task Order 1 (DIWS 2) 3.5 Labor Categories and Qualifications.~~

Offerors shall submit a Price Sheet (Attachment F-1) that provides labor rates for all labor categories listed in Attachment U for all Contract years (initial term and any option periods) with their Proposals. Actual resumes shall be provided only for Key Personnel described in Section 1.23. Resumes for resources provided later shall be coordinated by each TO Manager.

Each Labor Category includes Titles, Position Description, Education and Experience (General and Specialized).

~~Education and experience described constitute the minimum qualifications for candidates proposed in response to a Task Order. All experience required must have occurred within the most recent ten (10) years.~~

15. RFP, Table 2 TAB Descriptions, rows D and F,

D	Minimum Qualifications <u>Experience Level</u> Documentation	Identify the appropriate project references provided in Tab H and describe how they meet the Offeror Minimum Qualifications <u>Experience Levels</u> (RFP Section 2). See 4.2.2.5
F	Experience <u>Level</u> and Qualifications of Proposed Contractor's Personnel	Describe the proposed team and include resumes for Contractor's Key Personnel. Complete the staffing matrix, skill matrices, and provide all requested information. See 4.2.2.7

16. RFP, Section 4.2.4,

The following documents shall be completed, signed, and included in the Technical Proposal, under ~~TAB O~~ TAB P that follows the material submitted in response to Section 4.2.2:

17. RFP, Section 4.2.2.7, Requirement F,

Resumes – The Offeror shall include individual resumes for the Contractor's Key Personnel, including Contractor's Key Personnel for any proposed Subcontractor(s), who are to be assigned to the DIWS 2 project if the Offeror is awarded the Contract and corresponding Task Order. Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation. Each Resume should be limited to 3 pages and follow the format in Attachment Q. The three page limitation does not apply for the key personnel identified in Attachment W Task Order 1 (DIWS 2), Section 1.7 Contractor Personnel, Requirement A.

18. RFP, Section 4.2.2.5,

4.2.2.5 ~~Minimum Qualifications~~ **Experience Level** Documentation (Submit under TAB D)

The Offeror shall submit any ~~Minimum Qualifications~~ **experience level** documentation that may be required, as set forth in **responsive to** Section 2.1 **“Offeror Minimum Qualifications Experience Level.”**

In this section the Offeror will identify the projects which are used to ~~meet the Offeror Minimum Qualifications~~ **demonstrate the Offeror’s experience** (Section 2.1). In this section the Offeror will list the required projects and describe how they meet the required qualifications **identified criteria**. Full project descriptions and reference information should be placed in TAB H References.

If ~~qualifications~~ **experience** ~~are is~~ provided by a Subcontractor, to meet the minimum requirements of this RFP then the Subcontractor is considered a major Subcontractor and the information for TAB G and TAB H must be provided for the Contractor and also the Subcontractor.

Offeror ~~Minimum Qualifications~~ are **Experience Level is** defined in Section 2.1.

19. RFP, Section 4.2.2.7, heading,

4.2.2.7 ~~Experience Level and Qualifications of Proposed Staff~~ (Submit under TAB F)

20. RFP, Section 4.2.2.7.E,

E. Staff Experience – The Offeror shall describe in detail how the proposed Key Personnel’s experience **level** and qualifications relates to their specific responsibilities, including any Contractor’s Personnel of proposed Subcontractor(s), as detailed in the Work Plan.

21. RFP, Section 4.2.2.9, first paragraph,

References – At least three (3) references are requested from customers who are capable of documenting the Offeror’s ability to provide the products/services specified in this RFP. These references should match the ~~three~~ projects used to demonstrate that the Offeror’s ~~meets the Offeror Minimum Qualifications~~ **experience levels** (see Section 2). Each reference/project description should note how it proves that the Offeror meets the qualifications. Additional references & project descriptions may be provided.

22. RFP, Sections 5.2.1,

5.2.1 Offeror’s Experience Levels (See RFP § 2.1 and 2.2)

~~5.2.25-2.1~~ Offeror’s Technical Response to RFP Requirements and Work Plan (See RFP § 4.2.2.6)

23. RFP, Sections 5.2.2 and 5.2.3,

~~5.2.35-2.2~~ Offeror Qualifications **Experience Levels** and Capabilities, including proposed subcontractors **Subcontractors** (See RFP § 4.2.2.8 – 4.4.2.14, **excluding RFP § 2.1**)

~~5.2.45-2.3~~ Experience and Qualifications **Experience Levels** of Proposed Contractor Personnel (See RFP § 4.2.2.7, **excluding RFP § 2.2**)

24. RFP, Sections 5.2.4, and 5.2.5,

~~5.2.55-2.4~~ Economic Benefit to State of Maryland (See RFP § 4.2.2.15)

~~5.2.65-2.5~~ Terms, conditions and reasonableness of 3rd party licenses

25. RFP, ATTACHMENT Q, Section B, first paragraph,

Describe work experience relevant to the Duties / Responsibilities and ~~Minimum Qualifications~~ **Experience Level** described in the RFP. Starts with the most recent experience first; do not include non-relevant experience.

26. Price Sheet, Tab SDLC Pricing, Deliverable Numbers 19, 20, 21, and 22,

- a. Line 19, Warranty Period column, insert this equation: $=\$C17*IS9$
- b. Line 20, Warranty Period column, insert this equation: $=\$C18*IS9$
- c. Line 21, Warranty Period column, insert this equation: $=\$C19*IS9$
- d. Line 22, Warranty Period column, insert this equation: $=\$C20*IS9$

27. Price Sheet, Tab Instructions, Section "Instructions on Completing the SDLC Pricing worksheet", Warranty Period explanation,

Column "Warranty Period" -- Those activities related to fixing and repairing problems that have been uncovered in the migrated content, its content types, attributes, security, records management, and other activities after ~~D~~**deployment of the content** to the Production Environment has been completed and accepted by the MVA Project Manager.

28. Task Order, Section 1.7.A,

As stated in Enterprise Content Management System RFP Section 1.23, the following DIWS 2 Task Order positions, to be identified in the RFP Technical Proposal, are considered Key Personnel, and shall be **evaluated** ~~required to~~ **on the extent they** meet the ~~qualifications~~ **experience levels** stated in RFP Section 3.5 Labor Categories and Qualifications, and RFP ATTACHMENT U - LABOR CATEGORIES.

- 1. Project Manager (Program Manager)
- 2. Lead Application Architect (Application Architect, Senior)
- 3. Lead for Software Development (Project Manager, Technical)
- 4. Lead for Content Migration (Project Manager, Technical)

29. Task Order, Section 3.5.1,

~~To be responsive to the Enterprise Content Management System RFP, Offerors must meet~~ **will be evaluated on their ability to meet** the ~~minimum qualifications~~ **experience levels** for all the labor categories listed in Table 7 Labor Categories. See Enterprise Content Management System RFP Section 2 COMPANY AND PERSONNEL QUALIFICATIONS **EXPERIENCE** for more instructions.

30. Task Order, Table 10, Deliverable 23,

Column	Text
Payment Point	Yes
Yes/No	No

31. Task Order, Table 10, Deliverable 24,

Column	Text
Deliverable	Ongoing Operations and Maintenance of System including Warranty Period
Description	Includes all system support, installation, configuration, and maintenance activities which the Contractor will perform from the beginning of the project to the end of the Warranty Period project, excluding those activities covered in Task Order, Table 10, No. 34.

32. Task Order, Table 10, Deliverable 27,

Column	Text
Deliverable	Training Materials and Training
Description	Quick start guides, User Guides, how-to documentation and FAQs. Stored in the document repository. End-user training is identified in Appendix 4. All other materials identified in Appendix 4, section 1.10 1.11 Training Materials.
Payment Point Yes/No	Yes No

33. Task Order, Table 10, Deliverable 34,

Column	Text
Frequency of Update	N/A Within 30 days of completing Warranty Period (identified in Price Sheet) for each of: <ul style="list-style-type: none"> • Toolbox Basic (Appendix 5) • Toolbox Advanced (Appendix 5) • HR (Appendix 6) • AP (Appendix 7) • Procurement (Appendix 8) • External Systems Interface (Appendix 10)
Payment Point Yes/No	No Yes

34. Task Order, Table 10, Deliverables 41, 42, 44, 45,

Column	Text
Frequency of Update	Prior to commencing completing work on the Installation, Configuration, Development, and Deployment to the Test Environment phase (identified in Price Sheet) for: <ul style="list-style-type: none"> • Toolbox Advanced (Appendix 5) • HR (Appendix 6) • AP (Appendix 7) • Procurement (Appendix 8) • External Systems Interface (Appendix 10)

35. Task Order, Table 10, Deliverables 52,

Column	Text
Frequency of Update	Prior to completing the each of the SDLC phases (included in Price Sheet)

36. Task Order, Table 10, Deliverables 61 62, 63,

Column	Text
Frequency of Update	Prior to commencing Test through UAT phase (identified in Price Sheet) for Toolbox Basic- commencing Test through UAT phase (included in Price Sheet) for, each of: <ul style="list-style-type: none"> • Toolbox Advanced (Appendix 5) • HR (Appendix 6) • AP (Appendix 7) • Procurement (Appendix 8) • External Systems Interface (Appendix 10)

37. Task Order, Table 10, Deliverable 64,

Column	Text
Deliverable	<u>Migration, Synchronization, and Functionality Complete</u> <u>MILESTONE</u> <u>(Identified in the Price Sheet)</u>
Description	<u>Completion of all activities, tasks, Deliverables, and Deliverable Components related to the Migration, Synchronization, and Functionality phase (identified in the Price Sheet).</u> <u>See Table 12 SDLC Phase Completion Criteria for Invoicing</u>
Due Date	<u>Within 30 days of completing Migration, Synchronization, and Functionality phase (identified in Price Sheet) for Toolbox Basic</u>
Frequency of Update	<u>Within 30 days of completing Migration, Synchronization, and Functionality phase (identified in Price Sheet) for, each of:</u> <ul style="list-style-type: none"> • <u>Toolbox Basic (Appendix 5)</u> • <u>Toolbox Advanced (Appendix 5)</u> • <u>HR (Appendix 6)</u> • <u>AP (Appendix 7)</u> • <u>Procurement (Appendix 8)</u> • <u>External Systems Interface (Appendix 10)</u>
Payment Point Yes/No	<u>Yes</u>

38. Task Order, Table 10, Deliverables 65, 66, 67, 69, 70, 71, 72, 73, and 74,

Column	Text
Frequency of Update	Two (2) weeks prior to after completing the ...
Note that this is a general change that applies to nine entries in the Task Order, Table 10.	

39. Task Order, Table 10, Deliverable 74,

Column	Text
Frequency of Update	Two (2) weeks prior to commencing the Deployment to Production phase (identified in Price Sheet) or as agreed to by the MVA Project Manager for: <ul style="list-style-type: none"> • <u>Toolbox Basic (Appendix 5)</u> • <u>Toolbox Advanced (Appendix 5)</u> • <u>HR (Appendix 6)</u> • <u>AP (Appendix 7)</u> • <u>Procurement (Appendix 8)</u> • <u>External Systems Interface (Appendix 10)</u>
Payment Point Yes/No	No <u>Yes</u>

40. Task Order, Section 3.3.8 Warranty Period, insert the following text after item 3.3.8.f:

A Warranty Period for migrated content shall start when content for each of the following components identified on the RFP Price Sheet (Attachment F-1) has been migrated into the production environment:

- a. **Legacy Content Data Conversion, Migration, Verification and Synchronization - Business Licensing (as defined in Appendix 9);**
- b. **Legacy Content Data Conversion, Migration, Verification and Synchronization - Vehicle Services (as defined in Appendix 9);**
- c. **Legacy Content Data Conversion, Migration, Verification and Synchronization - Driver Licensing (as defined in Appendix 9);**
- d. **Legacy Content Data Conversion, Migration, Verification and Synchronization - Other Non-Legacy DIWS Content (as defined in Appendix 9).**

The Warranty Period for migrated content ends after the content is used for 90 consecutive business days in the production environment and the State provides written notice of System Acceptance.

41. Task Order, Section 3.3.8 Warranty Period, insert the following item to the list beginning, "During the Warranty Period, the Contractor, at no additional cost to the State, shall:"

- e. **For migrated content, perform fixing and repairing problems that have been uncovered in the migrated content, its content types, attributes, security, records management, and other activities after deployment of the content to the Production Environment has been completed and accepted by the MVA Project Manager.**

42. Appendix 1, Section 8.1.5 Document and Report Test Results, paragraphs 2 and 3,

The Contractor shall prepare **the** Test Analysis Approval Determination. **The** Test Analysis Approval Determination shall summarize the system's perceived readiness and shall be attached to the Test Analysis Report as a final result of the test reviews.

The Contractor shall prepare the Test Problem Report. The Test Problem Report shall document problems encountered during testing and shall be attached to the Test Analysis Report.

43. Appendix 2, Section 2.1.7 Business Process diagram, Figure 2 AP Workflow, see Visio file (Appendix 6 Figure 2 AP Workflow.vsd) for diagram with improved readability.

44. Appendix 5, Section 3.5 Indexing, Requirement 31,

Provide the ability to use geospatial metadata embedded in messages to automate the indexing of messages that ~~were~~ **were** geotagged.

- SMS images are typically tagged using the GeoSMS standard.

45. Appendix 5, Section 6.1 Architecture, Requirement 6,

If an off-site, hosted solution is proposed for data migration activities, describe²:

- a. the environment;
- b. the safeguards for protecting State content; and
- c. **the mechanism for transferring content between the legacy systems; the migration environments, and the test and production systems in the MVA data center**

46. Appendix 6, Section 1. Overview, last two lettered items on the page,

- a. **No loss of functionality** – Although the application may need to undergo changes to accommodate the underlying ECM COTS product, all existing HR **AP** capability shall be available in DIWS 2.
- b. **No loss of business information** – All unstructured HR **AP** content shall be migrated from the Legacy DIWS to DIWS 2. All structured HR **AP** content shall be migrated from the Legacy DIWS to DIWS 2, undergoing change necessary to work with the functionality built on the DIWS 2 COTS product.

47. Appendix 6, Section 2.7 Current Data Model and Content Volumes, third paragraph:

Information is also provided about the unstructured (e.g., image) information stored in DIWS in Section Error! Reference source not found. Error! Reference source not found.. Section Error! Reference source not found. Error! Reference source not found. discusses the requirements for migrating data from the current HR **AP** application.

48. Appendix 6, Section 2.7.4 Accounts Payable Unstructured Data:

AP unstructured content is predominantly image files that were scanned as single or multi-page TIFF format at 300 dots per inch and grayscale. For the foreseeable future TIFF is the format that is expected to be used for HR **AP** content that is scanned.

49. Appendix 11, Section 12.1 System Administration, Requirement 10,

Quantify **the** control measures in terms of **the** number of built-in controls.

50. Appendix 11, Section 12.2 Disaster Recovery, Requirement 8,

Contractor shall provide a backup and restore solution sufficient to meet the RPO and Recovery Time Objectives (RTO). Contractor shall implement a backup and restore solution sufficient to restore a consistent state across all DIWS 2 subsystems.

51. Appendix 11, Section 12.2 Disaster Recovery, Requirement 19,

Deliver high-availability between data centers with no loss of system functionality or data in the event of a data center outage.

- a. **u**. New and in-flight transactions shall automatically fail-over to the alternate location.

52. Amendment #1, #12,

RFP 4.4 Proposal Packaging

~~4.4.1 Separate e-mails – Separate e-mails will be submitted for the Technical and Financial proposals. The subject lines of the e-mails shall be: Volume I - Technical Proposal for <<Solicitation Number>> - <<Solicitation Title>> and Volume II - Financial Proposal for <<Solicitation Number>> - <<Solicitation Title>> respectively. Each e-mail shall contain the submission documents detailed in section 4.~~

~~4.4.2 Technical Proposal e-mail – The Technical Proposal e-mail(s) shall be in Microsoft Word format (version 2007 or greater). Provide no pricing information in the Technical Proposal (Volume I). Include pricing information only in the Financial Proposal (Volume II). A second version of Volume I in searchable Adobe .pdf format shall be submitted to support Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 “Public Information Act Notice”).~~

~~4.4.3 Financial Proposal e-mail – The Financial Proposal e-mail shall include one file attachment containing all submission documents detailed in section 4.3, with password protection. <<DEPARTMENT OR AGENCY ACRONYM>> will contact Offerors for the password to open each file. Each file shall be encrypted with the same password. A second electronic version of Volume II in searchable Adobe .pdf format shall be submitted to support Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary~~

~~information has been removed (see Section 1.14 "Public Information Act Notice"). Each .pdf format shall be packaged with the appropriate Volume.~~

~~4.4.4 File Size Limit <<DEPARTMENT OR AGENCY ACRONYM>> can only accept e-mails that are less than or equal to a certain size. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject (e.g., part 1 of 2) after the subject line information above.~~

~~4.4.5 Hard Copy Delivery An Offeror wishing to deliver a hard copy (paper) Proposal shall contact the Procurement Officer for instructions.~~

~~4.4.1 Packaging Volume I Technical Proposal and Volume II Financial Proposal shall be sealed separately from one another. The name, e-mail address, and telephone number of the Offeror be included on the outside of the packaging for each volume. Each Volume shall contain an unbound original, so identified, and eight (8) copies. Unless the resulting package will be too unwieldy, the State's preference is for the two (2) sealed Volumes to be submitted together in a single package to the Procurement Officer prior to the date and time for receipt of Proposals and including a label bearing:~~

- ~~a. The RFP title and number,~~
- ~~b. Name and address of the Offeror, and~~
- ~~c. Closing date and time for receipt of Proposals~~

~~4.4.2 File Format Type A separate electronic version of the Technical Proposal in Microsoft Word format (version 2010 or greater) must be enclosed with the original Technical Proposal. A separate electronic version of the Financial Proposal in Microsoft Word or Microsoft Excel format (version 2010 or greater) must be enclosed with the appropriate Volume as directed in 4.4.4. Do not provide pricing information on the media submitted in the Technical Proposal (Volume I). Include pricing information only in the Financial Proposal media (Volume II).~~

~~4.4.6 Redacted Version A second electronic version of Volume I and Volume II in searchable Adobe .pdf format shall be submitted to support Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 "Public Information Act Notice"). Place each PDF copy within the appropriate Volume.~~

~~4.4.4 Physical Submissions Electronic media (CD, DVD, or flash drive) must be labeled on the outside with the RFP title and number, name of the Offeror, and volume number. Electronic media must be packaged with the original copy of the appropriate Proposal (Technical or Financial).~~

4.4 Proposal Packaging

MVA strongly desires eMaryland Marketplace submission of Proposals.

~~4.4.1 Separate Files – Separate files will be submitted for the Technical and Financial proposals. The name of the files shall begin with: Volume I - Technical Proposal for RFP # 060B6400035/TORFP #1 – Company Name or Volume II - Financial Proposal for RFP # 060B6400035/TORFP #1 – Company Name respectively. The files shall contain the submission documents detailed in Section 4.~~

~~4.4.2 Technical Proposal - The Technical Proposal(s) shall be in Microsoft Word format (version 2007 or greater). Provide no pricing information in the Technical Proposal (Volume I). Include pricing information only in the Financial Proposal (Volume II). A second version of Volume I in searchable Adobe .pdf format shall be submitted to support Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 "Public Information Act Notice").~~

~~4.4.3 Financial Proposal Submission – The Financial Proposal file shall contain all submission documents detailed in sections 4.3 and be submitted both as a PDF containing the authorizing signature and an Excel file. Both the PDF and the Excel files must be password protected preventing the opening or viewing of the contents. MVA will contact Offerors for the password to open each file. All files shall be encrypted with the same password.~~

- 4.4.4 File Size Limit – eMaryland Marketplace is capable of accepting large files, however, Offerors with very large files should be prepared to split their submission into two or more parts and include the appropriate part number in the file name (e.g., part 1 of 2).**
- 4.4.5 File Format Type – An electronic version of the Technical Proposal in searchable PDF format must be submitted to eMaryland Marketplace or enclosed with the Physical Submission of the Technical Proposal. An electronic version of the Financial Proposal in Microsoft Excel format (version 2007 or greater) and PDF must be submitted to eMaryland Marketplace or enclosed with the Physical Submission of the Financial Proposal. Provide no pricing information on the media submitted in the Technical Proposal (Volume I). Include pricing information only in the Financial Proposal media (Volume II).**
- 4.4.6 Redacted Version – A second electronic version of Volume I and Volume II in searchable Adobe .pdf format shall be submitted to support Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 “Public Information Act Notice”). File names shall contain the word “redacted”.**
- 4.4.7 Physical Submissions – If submitting via mail, Electronic media (CD or DVD) must be labeled on the outside with the RFP title and number, name of the Offeror, and volume number. Electronic media must be packaged with the original copy of the corresponding Proposal (Technical or Financial).**
- 4.4.8 Page Numbering – All pages of both proposal volumes shall be consecutively numbered from beginning (Page 1) to end (Page “x”).**
- 4.4.9 Hand Delivery – An Offeror wishing to deliver a hard copy (paper) Proposal shall contact the Procurement Officer for instructions.**

53. RFP, Sections 4.5, Proposal Delivery

4.5.1 Offerors may submit proposals by hand, or by mail as described below to the address provided in the Key Information Summary Sheet.

4.5.1 MVA strongly desires eMaryland Marketplace submission of Proposals.

4.5.2 Hand-Delivery- Contact Procurement Officer for instructions

4.5.3 The Procurement Officer must receive all Technical and Financial Proposal material by the RFP/TO due date and time specified in the Key Information Summary Sheet. Except as provided in COMAR 21.05.03.02F, Proposals received by the Procurement Officer after the due date will not be considered.