



Amendment #2
RFP
GIS SaaS Master Contract – Issued February 22nd, 2017
#060B7400056
March 21, 2017

Ladies/Gentlemen:

Amendment #2 is being issued to amend and clarify certain information contained in the above referenced RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikethrough (i.e., ~~word~~).

1. Revise Key Information Summary Sheet on page 4 as follows:

Proposals Due Date and Time:	3/22/2017 <u>4/5/2017</u> at 2:00 PM Local Time
Questions Due Date and Time:	03/08/2017 at 2:00 PM Local Time
Procurement Officer:	Matthew Mickler Phone: 410-697-9679 e-mail: matthew.mickler1@maryland.gov
Contract Manager:	Julia Fischer Phone: 410-697-9430 e-mail: Julia.fischer@maryland.gov
Send Proposals to (electronic delivery strongly preferred):	Submit via eMaryland Marketplace <u>email to Matthew.Mickler1@Maryland.gov</u> <u>An Offeror wishing to deliver a hard copy (paper) Proposal shall contact the Procurement Officer by email for instructions and shall CC Sini Jacob (sini.jacob@Maryland.gov) on all requests to submit a hard copy Proposal.</u>

2. Revise Section 1.11.2 as follows:

Proposals, in the number and form set forth in Section 4 “Proposal Format,” must be



received by the Procurement Officer no later than the date and time listed on the Key Information Summary Sheet in order to be considered. To minimize Proposal duplication costs, submission using eMaryland Marketplace **email** is strongly preferred.

3. Revise Section 4.4 Proposal Packaging – as follows:

~~4.4.1 **Separate submissions** – Separate submissions will be submitted for the Technical and Financial proposals. Each submission shall contain the documents detailed in section 4 for that submission.~~

~~4.4.2 **Technical Proposal submission** – The Technical Proposal documents shall be in Microsoft Word format (version 2007 or greater). Provide no pricing information in the Technical Proposal (Volume 1). 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 submission shall include one file containing all submission documents detailed in section 4.3, with password protection. DoIT 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 **Page Numbering** – All pages of both proposal volumes shall be consecutively numbered from beginning (Page 1) to end (Page “x”).~~ 4.4.5

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

4.4.1 To minimize Proposal duplication costs, e-mail delivery of Proposals is strongly preferred. An Offeror wishing to deliver a hard copy (paper) Proposal shall contact the Procurement Officer for instructions, and shall CC Sini Jacob (sini.jacob@Maryland.gov) on all requests to submit a hard copy Proposal.

4.4.2 E-mail submissions

A. All Proposal e-mails shall be sent with password protected files. Each file within a volume shall be encrypted with the same password (i.e., a password separate and distinct from the Technical Proposal password shall be used for files in the Financial Proposal).

B. The Procurement Officer will contact Offerors for the password to open each password protected file. Offerors that are unable to provide a password that

opens a Proposal document will be deemed not susceptible for award. Subsequent submissions of Proposal content will not be allowed.

C. Maximum e-mail size: 25 Mb. DoIT 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.

D. All pages of both Proposal volumes shall be consecutively numbered from beginning (Page 1) to end (Page “x”).

4.4.3 Two Part Submission: Offerors shall provide their Proposals in two or more separate e-mails as follows:

A. Technical Proposal consisting of:

1. Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater (see section 4.2 for contents);

2. the Technical Proposal in searchable Adobe .pdf format;

3. a second searchable Adobe copy of the Technical Proposal, redacted with confidential and/or proprietary information removed (see Section 1.14 “Public Information Act Notice); and

4. e-mail subject line “Technical Proposal for 060B7400056 – GIS SaaS Master Contract (1 of x), where x represents the total number of Technical Proposal e-mails sent (see Section 4.4.2 (C) above).

B. Financial Proposal consisting of:

1. Financial Proposal and all supporting material in the format outlined in Section 4.3 – Financial Proposal – above;

2. the Financial Proposal in searchable Adobe .pdf format;

3. a second searchable Adobe copy of the Financial Proposal, redacted with confidential and/or proprietary information removed (see Section 1.14 “Public Information Act Notice); and

4. e-mail subject line “Financial Proposal for 060B7400056 – GIS SaaS Master Contract (1 of x), where x represents the total number of Financial Proposal e-mails sent (see Section 4.4.2 (C) above).

4. Revise Section 4.5. – Proposal Delivery - as follows:

4.5.1 Offerors are encouraged to submit proposals via eMaryland Marketplace (eMM) email to the Procurement Officer at Matthew.Mickler1@Maryland.gov. Those Offerors who wish to deliver a hard copy (paper) Proposal to the Department shall ~~contact~~ **contact the Procurement Officer by email for instructions **and shall CC Sini Jacob (sini.jacob@Maryland.gov) on all requests to submit a hard copy Proposal.****



4.5.2 The Procurement Officer must receive all Technical and Financial Proposal material by the RFP due date and time specified in the Key Information Summary Sheet. ~~The eMM dropbox will remain open until the due date and time, at which point the dropbox will close and~~ **If submitted via e-mail, the date and time of submission is determined by the date and time of arrival in the Procurement Officer's e-mail box.** Requests for extension of this date or time will not be granted. Except as provided in COMAR 21.05.03.02F, Proposals received by the Procurement Officer after the due date will not be considered.

Issued By:
Matthew Mickler
Procurement Officer