



DATE: February 5, 2016

TO: All Potential Proposers

FROM: Valerie Rolandelli
Associate Vice President
301-985-7895

RE: RFP 91374 – Online Employee Rewards Program
Addendum #1 dated 02/05/2016

The following amends the above referenced Solicitation documents and is issued to all potential Proposers. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal submittal.

1. The due date and time for **Technical Proposals REMAINS as Wednesday, February 24, 2016, on or before 11:59 p.m.** Per Section I of the solicitation document, Technical Proposals are to be provided electronically to the Issuing Office (Paragraph 2) in accordance with Proposal Closing Date/Due Date and Time (Paragraph 6). Late proposals cannot be accepted.

2. RE: Section II, paragraph 1 (page10): Attached please find the breakdown of UMUC employees. This attachment was inadvertently omitted from the original solicitation documents.

3. Questions received with responses from UMUC:

3.1 What is the total annual budget allocated for this project?

Response: Generally, UMUC does not provide a budget as we want the Proposers to respond completely, and not price to a budget. However, we anticipate the value of the program to not exceed \$250,000 annually including software licensing/maintenance/hosting, implementation of the program, and employee reward costs.

3.2 What specific countries are included in the program?

Response: UMUC's Asia division is headquartered in Yokota Air Base, Japan, and UMUC's European division is headquartered in Kaiserslautern, Germany. However, as an online institution, UMUC's employees, including faculty and adjunct faculty, could be located anywhere in the world.

3.3 Page 10, Requirements 3 discusses "knowledge transfer". Is UMUC interested in SASS model (Software as a Service)? Our products reside on our servers and we do not offer the option for our platforms to be transferred to customer servers. Will this be a disqualifier?

Response: UMUC is interested in a SaaS model that does not reside on our servers. However, it is expected that the vendor still provide knowledge transfer to HR and IT staff at UMUC so that UMUC can successfully administer including, but not limited to, configuration of the SaaS solution and administer communication to UMUC employees without having to utilize the vendor for such support.

3.4 Section III outlines a request to quote a "fixed price for the initial two year license." While we understand fixed-based pricing, we include standard language for labor hours that go over our fixed based pricing models – to offset any customer requests that fall outside the scope of what was agreed upon up front. Is this an acceptable approach to UMUC?

Response: Per Section III, Article 3, only the shortlisted proposers following the interview/demonstration sessions will be requested to submit a price proposal. UMUC is anticipating that there will be a fixed price for the two year license as well as a fixed price for the initial implementation/deployment of the system for UMUC. In addition, per the 4th paragraph of Section 1. Price Proposals, shortlisted vendors will quote fully loaded hourly rates for use in negotiating change orders or for any additional work.

3.5 Could you further define the requirements outlined on Page 15, 2.3, bullet 3.

Response: Bullet 3 states "Verify that Proposer can demonstrate that the system will be accessible to users who are visually impaired, deaf, hard of hearing and/or have other physical limitations that would impair their use of the system." This bullet speaks to compliance to the Americans with Disabilities Act of 1990, including but not limited to, the National Rehabilitation Act Section 508. (Refer to paragraph 13 of the Contract in Appendix C of the RFP.)

3.6 Our experience working with Higher Education is non-existent. Will our lack of experience operating programs in higher education disqualify us outright and/or put us at a serious disadvantage?

Response: Higher Education experience is not mandatory.

End of Addendum 1 dated February 5, 2016

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91374

TECHNICAL PROPOSAL DUE DATE: **Wednesday, February 24, 2016 on or before 11:59 pm EST.**

RFP FOR: Online Employee Rewards Program

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u> 1 </u>	dated <u>02/05/2016</u>
Addendum No. <u> __ </u>	dated <u> __ </u>
Addendum No. <u> __ </u>	dated <u> __ </u>
Addendum No. <u> __ </u>	dated <u> __ </u>
Addendum No. <u> __ </u>	dated <u> __ </u>

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM

GLOBAL HEADCOUNT BY PRIMARY JOB

Employee Class	UCASI	UCEUR	UCUSA	UMUC Total
Regular Staff - Exempt	53	84	828	965
Reguar Staff - Non-Exempt	0	0	90	90
Contingent 1 - Exempt	1	16	402	419
Contingent 1 - Non-Exempt	0	0	88	88
Contingent 2 - Exempt	0	0	185	185
Contingent 2 - Non-Exempt	0	0	45	45
Contingent 3	82	106	0	188
<hr/>				
Subtotal Regular & Contingent	136	206	1,638	1,980
Collegiate				
Regular	53	60	130	243
Non-Reg	0	1	0	1
9 Month	0	0	61	61
Adjunct	155	446	3,856	4,457
<hr/>				
Subtotal for Faculty	208	507	4,047	4,762
Student Worker	0	0	18	18
<hr/>				
Subtotal for Other Positions	0	0	18	18
Total	344	713	5,703	6,760