



# UMUC

DATE: April 25, 2017

TO: All Shortlisted Proposers

FROM: Eric Pfister  
Senior Buyer, Technology Procurement  
301-985-7095

Phan Truong  
Senior Buyer, Technology Procurement  
301-985-7143

RE: Solicitation # 91470 – Account Provisioning and SSO Services  
Addendum #2 dated 4/25/2017

The following amends the above-referenced Solicitation documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Price Proposal.

The following amends the above-referenced RFP documents and is being issued to all firms who are shortlisted following the Oral Presentation/Discussion Sessions. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form," and including it in the Price Proposal.

1. The Solicitation Schedule, on Page 2 of the RFP is being revised. The Price Proposal Due Date is now Thursday, May 4, 2017. All subsequent dates will be changed accordingly.
2. Pursuant to Section III. Article 3. Price Proposals, at page 19 of the RFP, the University is requesting Price Proposals of the final shortlisted firms.
  - a. Price Proposals must be based on the information provided in the RFP, as amended and all other communications including the Vendor Discussions and Oral Presentations.
  - b. The Price Proposal must consist of the following:

- The Price Proposal form, “91470 – Account Provisioning and SSO – Price Proposal Form – Attachment A.xlsx”, issued with this Addendum as an email attachment;
- The Price Proposal form affidavit (Exhibit A to this Addendum);
- The Living Wage Affidavit (Exhibit B to the Addendum).

Price Proposals are due on **Thursday, May 4, 2017 no later than 2:00 PM EDT**. Price Proposals are to be submitted electronically attached to an email in PDF format. Hyperlinks to software products sent to UMUC’s Issuing Office that indicate that the Price Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e. a Click-through Agreement required to be accepted by UMUC in order to download the Price Proposal). By providing to UMUC the Price Proposal electronically, the Proposer grants the University the unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**Solicitation:** UMUC Solicitation #91470 – Account Provisioning and SSO Services

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No.   1                        dated  02/14/2017 

Addendum No.   2                        dated  04/25/2017 

Addendum No.                                 dated                   

Addendum No.                                 dated                   

Addendum No.                                 dated                   

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

## EXHIBIT A

PROPOSAL NO.: RFP 91470  
PRICE PROPOSAL DUE DATE: Thursday, May 4, 2017 AT 2:00 P.M. EDT  
PROPOSAL FOR: Account Provisioning and SSO Services  
PROPOSER: \_\_\_\_\_  
Federal Identification Number/Social Security Number: \_\_\_\_\_

### PRICE PROPOSAL

DATE \_\_\_\_\_

Eric Pfister  
University of Maryland University College  
Procurement Office  
3501 University Boulevard East, Suite 4100  
Adelphi, MD 20783-8002

Dear Mr Pfister:

The undersigned hereby submits the Financial Proposal as set forth in RFP # 91501 dated \_\_\_\_\_, and the following subsequent addenda:

Addendum <u>1</u>	dated <u>2/14/17</u>
Addendum <u>2</u>	dated <u>4/25/17</u>
Addendum <u>   </u>	dated <u>          </u>
Addendum <u>   </u>	dated <u>          </u>

**We confirm that this Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.**

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide services as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as UMUC cannot be responsible for Proposer's errors or omissions. Any price proposal that has been accepted by UMUC may not be withdrawn by the contractor.

**A. Attached to this Price Proposal Form is our firm's maximum hourly billing rates for all personnel and staff positions for both onsite and remote work that will be applicable through June 30, 2019. We confirm that these hourly billing rates are fully loaded and include all costs and expenses. We understand that there are no reimbursables associated with any resulting Master Contract.**

We understand that throughout the Term or Renewal Term(s) of the Master Contract, UMUC may request additional staff positions, or the Master Contractor may propose to UMUC to add additional staff positions, under these categories as may be applicable and/or appropriate. If such additional staff positions are added, an amendment to the Master Contract or Task Order Contract will be executed by both parties.

**We understand that by submitting a proposal we are agreeing to the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect.**

The evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents. We understand that technical weighs greater than financial.

We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Project Manager, Technical Lead, and any other Key People named within our Technical Proposal will be assigned to the UMUC Contract for the duration of this Contract. We understand that no changes in these assignments will be allowed without written authorization from the University via contract amendment prior to such changes being made.

Enclosure: -Price Proposal Form  
-Living Wage Affidavit

(Signatures should be placed on following page.)

The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

**A. INDIVIDUAL PRINCIPAL**

In Presence of Witness: \_\_\_\_\_

FIRM NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_  
SIGNED \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

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**B. CO-PARTNERSHIP PRINCIPAL**

\_\_\_\_\_  
(Name of Co - Partnership)  
ADDRESS \_\_\_\_\_

\_\_\_\_\_  
In Presence of Witness:

TELEPHONE NO. \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

Printed Name: \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

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**C. CORPORATION**

\_\_\_\_\_  
(Name of Corporation)  
ADDRESS \_\_\_\_\_

Attest:  
\_\_\_\_\_  
[Printed Name of Corporate (or Assistant Corporate) Secretary]

TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# Exhibit B

## Affidavit of Agreement Maryland Living Wage Requirements-Service Contracts

Contract No. \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland's Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

### If the Contract is a Living Wage Contract

- A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate. **The living wage rate effective September 28, 2016 is \$13.63 per hour.** This living wage rate changes each year and is published 90 days from the end of the University's fiscal year at <https://www.dlir.state.md.us/labor/prev/livingwage.shtml>. The University's fiscal year is July 1st through June 30<sup>th</sup>.
- B. Contractor further agrees that UMUC has the right to conduct an independent audit by University internal auditors or State of Maryland auditors of the Contractor's payroll records to confirm this affirmation at any time. Contractor also agrees to cooperate with UMUC to supply required documentation in the event that it is requested as support for this affidavit by the State of Maryland or an agency of the State of Maryland. Any information that is supplied by contractor under this Affidavit to UMUC, the State of Maryland or an agency of the State of Maryland will be subject to the terms of the Maryland Public Information Act.

Name of Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness Name (Typed or Printed)

\_\_\_\_\_  
Witness Signature Date