Thursday, January 6, 2011

To: All Potential Bidders

Re: RFP1211005024 IT Services Managed Service Provider

**AMENDMENT TWO**

Amendment changes to RFP1211005024:

**Section 4.2 Mandatory (Pass/Fail) Technical Requirements**

Amended wording for Requirement #MPF-2:

The Contractor must clearly explain the Vendor Markup as a fixed percentage rate per labor hour.   The Vendor Markup will be added to the hourly rate for each temporary IT staff at the time of invoicing.  The Vendor Markup will be paid by the State and must not be charged to the subcontractor firms.  All costs related to the Contractor’s services, including installation and implementation costs of the application software, must be covered in the per hour Vendor Markup.  The Contractor may request a modification to the hourly rates for any of the position categories by submitting their request in writing no less than 120 days prior to the annual anniversary of the effective date of the contract. The State will consider the request and either accept, reject or recommend modification of the proposed adjustment.  Any agreed upon adjustment will go into effect on the annual anniversary of the effective date of the contract.

**Section 4.3** **Mandatory Scored Technical Requirements**

Amended wording for Requirement #MS-3:

The Contractor must describe how the company will provide the State with the lowest rate **or with any other efficiency that results in savings** while supplying competent and skilled temporary IT staff.

MS-4c. is being incorporated into #MS-11. #MS-11 now reads:

Contractors must provide a description of their proposed Vendor Management Services System. Include unique or innovative features and advantages/benefits to the State. Provide VMS software that meets the project requirements. Describe in detail how the software operates. The VMS software may be Contractor owned or come from a third party.

The first sentence of #MS-7 has been amended. The entire new amended version of #MS-7 follows:

The Contractor must **commit to** have twenty (20) or more subcontractor firms from which to draw talent **by the contract implementation date**. These should include the State’s current vendors and their subcontractor firms. Additionally, niche suppliers may be included as necessary to provide specialized skills. The VMS contractor may be required to take on additional subcontractors as directed by the State. The State will not set a maximum limit on the number of subcontractor firms. Please list all current subcontractor firms here. Contractors should identify distinguishing features regarding their company’s relationship with subcontractors.

MS-8 will now have a part a. and a part b. The original #MS-8 will become #MS-8a. All of the language in #MS-14 has been transferred to become #MS-8b. The language used in the requirements for these new versions (#MS-8a. and #MS-8b.) remains exactly the same as the original versions (#MS-8 and #MS-14). Consequently, there are no changes in the responses required by vendors.

Amended wording for #MS-12:

The Contractor must describe their procedures for scheduling system downtime.  The State must receive notification from Contractor, in writing or via email, at least two weeks in advance of any changes to scheduled downtime.