

Invitation to Bid #12PSX0251

Information Technology Professional Services

Contract Specialist: **Elizabeth Basso**

Date Issued: **10 October 2012**

Due Date: **15 November 2012**

Department of Administrative Services



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Invitation to Bid

Information Technology Professional Services

Scope

The State of Connecticut is seeking bids for Information Technology Professional Services. The purpose of this Invitation to Bid (ITB) is to establish the most advantageous pricing for the three year term of this award. The Contract shall have extension options up to the initial term of the Contract. As in past years, the State and its Client Agencies are seeking IT Professional Services at competitive pricing. Bidder(s) responses shall aim to meet or exceed current rates while providing a broad range of qualified professionals.

The current Statewide Contract for IT Professional Services, 09ITZ0047, began February 1, 2010 and will expire on January 31, 2013. The State spends approximately \$10,000,000.00 annually on these professional services provided by three Contractors. The current Contract may be viewed at http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=4564. The State is not able to project or guarantee a specific volume of business in relation to a Contractor. The figure given is only estimated, and is based on prior year's actual invoicing.

The Contractor(s) shall be responsible for fulfilling IT Professional Services throughout the State of Connecticut. The awarded Contractor (s) shall be responsible for fulfilling requests with their own IT Professionals such as W-2 employees and/or 1099 employees; or as supplemented with the resources of other vendor(s) with whom they subcontract. Bidder(s) shall have sufficient IT Professionals available to cover all Client Agencies that are statutorily mandated to use this Contract. Additional Client Agencies such as Judicial, Education, Political Subdivisions, Non-Executive Branch Agencies, Municipalities, and Non-Profits may use this Contract, but are not required to do so.

The State intends to include one or more Connecticut DAS Certified Small/Minority Businesses in the resulting award for IT Professional Services. Determination of the total number of Contractors shall depend upon the number of valid responses received which meet the ITB requirements set forth in this solicitation.

Bidder(s) shall bid on all listed classification/positions. Partial bids will not be considered. All work performed under the resulting Contract shall be completed on site at Client Agency location or designated location. No telecommuting or off-site work is covered under this procurement.

Questions

Questions pertaining to this solicitation shall be submitted in writing and shall be received in DAS/Procurement Services no later than 12:00 pm on Friday, October 26, 2012. Questions received after the date and time specified will not be answered.

Questions shall be emailed to elizabeth.basso@ct.gov. Verbal responses are considered non-binding.

Answers to all questions shall be provided in the form of an addendum and shall be available on the DAS/Procurement Services website (www.das.state.ct.us/busopp.asp) no later than November 2, 2012. Bidders shall download a copy of the addendum from the website and include in their response.

During the period from receipt of this solicitation until a Contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information except in writing, directed to the above email.

Links

DAS Procurement Bidder Notification Registration <http://das.ct.gov/cr1.aspx?page=161>

BizNet Connection <http://das.ct.gov/cr1.aspx?page=372>

DAS Business Friendly Initiatives <http://das.ct.gov/cr1.aspx?page=371>

Instructions to Bidders

I. Bid Schedule

Release of ITB:	Date: October 10, 2012
Receipt of Questions:	Date: October 26, 2012 by noon EST
Answers to Questions posted as Addendum:	Date: by November 2, 2012
Bid Due Date:	Date: November 15, 2012 @ 2:00 pm EST

II. Solicitation Submission

Solicitations shall be submitted online by the bid due date and time only.

To view the ITB document and requirements, Bidders shall first set up their BizNet account. Bidders shall then upload the required solicitation documents to their BizNet Account. Any material that is not submitted online with your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

For more information on submitting bids online, use the *DAS Business Friendly Initiatives* link provided above.

III. Public Bid Opening

Please note that the public bid openings are conducted online. Since solicitations are uploaded to the bidder's BizNet account, solicitation results shall be available online from all bidders that submitted a solicitation. The pricing results are only available for 24 hours after the bid opening date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: das.ct.gov/Portal
- Click on the heading "Search Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid / Contract Requirements

1. Bidder Certification

Bidders shall certify that their bid is good for the term of the contract award.

2. Supplier Diversity

The State has an established and ongoing commitment to providing equal opportunity to Small Business Enterprises (SBE) and minority-owned Business Enterprises (MBE) to contract as a Contractor for the State's purchased goods and services.

Go to http://www.das.state.ct.us/Purchase/New_PurchHome/busopp_template.asp?F_ID=25 for more information about the State's requirements to qualify as an SBE and/or MBE.

NOTE: The State reserves the right to expand the set of participating SBE/MBE companies from that initially proposed.

3. Mandatory Extension to State Entities

Contractors shall offer and extend this Contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations. When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize this Contract, all references to the "State" are hereby replaced with the Name of the Using Sub-Division, School, or the name of the Not-For-Profit Organization.

4. Quantities and/or Usages

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting State entity.

5. Contract Separately / Additional Savings Opportunities

The State reserves the right to either seek additional discounts from the Contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published Contract prices, whether or not such a savings actually occurs.

6. Emergency Standby for Goods and/or Services

In the event of a declared emergency or natural disaster within the State of Connecticut, not resulting from inadequate inventory or Contract expiration, but which are expected to be temporary in nature, DAS and/or the Client Agency reserves the right to request the goods and/or services called for in this Contract from the Contractor. The Contractor shall make best effort to provide goods and/or services at the time and in the manner specified by DAS and/or the Client Agency. From the time a request for goods and/or services is made the Contractor shall acknowledge the request within two (2) hours. If the Contractor is unable to respond or provide the goods and/or services requested, DAS and/or the Client Agency reserves the right to procure said good and/or services from another source. Contractors called upon to perform under emergency circumstances shall supply goods and/or services in a timely manner such that time is of the essence.

Contractors shall offer the DAS and/or Client Agency first priority for goods and/or services, which are unknown at this time, but which may be required during an actual emergency, from its regular sources of supply at the rates set forth in Exhibit B – IT Professional Position Titles, Pricing and Resources of this Contract.

7. P-Card (Purchasing Credit Card)

Purchases for all State agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

The Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State purchasing cards.

Questions regarding the State of Connecticut MasterCard Program shall be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860)713-5072.

8. E-Commerce (Electronic Commerce)

The State utilizes an internet-based E-Procurement ordering system, known as Core-CT. Awarded Contractors shall receive purchase orders from the State through the Core-CT System and shall provide electronic invoicing to be loaded into the Core-CT System.

Contractors shall provide the State with functional data files that include specific formats for product and pricing information to be loaded into the Core-CT system, or enable electronic access/interface to the Contractor's catalog (either through a punch-out catalog or a third-party hosted catalog). In the event third-party hosted catalog is used, the Contractor shall invoice the State for the awarded products at the contracted prices. By providing a punch-out catalog solution, the Contractor shall provide its own online catalog of the State's offerings. By providing a third-party hosted catalog, the Contractor shall provide a list of its products/pricing in an electronic data file to a third-party provider which hosts multiple catalogs for the State.

Upon Contract award, the Contractor shall provide the State with a functional data file that will then be loaded into a catalog in Core-CT for Client Agency ordering purposes. The Core-CT Catalog shall be

maintained in Core-CT by State personnel or through a third-party acting on the State's behalf. Contractors shall provide functional data files within ten (10) business days from the date of Contract award notification. Failure to provide functional data files within the time allotted shall constitute breach of the Contract. Detailed information on the functional¹ data file requirements and Core-CT is available at www.das.ct.gov/SupplierKitCoreCT .

When the Contractor is required to provide the State with a punch-out or third-party hosted catalog, the Contractor shall cooperate with the State to create a project plan, project schedule and methodology of operation to enable and maintain the integration of the Contractors Statewide Contract offerings within a timeframe that is mutually agreeable to the State and the Contractor. The State shall determine which of the catalog structures (either punch-out or hosted) shall be provided by the Contractor. The State may utilize a third-party provider to coordinate this integration on behalf of the State.

Contractor's functional data files or catalogs shall contain the most current pricing, as well as the most up-to-date product offerings that the Contractor is authorized to provide in accordance with the Contract. During the term of the Contract, functional data file updates and/or catalog updates shall be provided in a timely manner. Frequency of these updates are outlined in the pricing specification section of the Contract. Additional information on functional data file updates is available in the "Supplier Kit" found at www.das.ct.gov/SupplierKitCoreCT. State approved price adjustments are not effective until implemented within the Core-CT catalog, punch-out catalog or third-party hosted catalog and a Contract Supplement is issued by the State.

Existing pricing/product information shall remain in effect until a functional data file or catalog is received, approved, loaded and a Contract Supplement is issued by the State.

A. Contract Award

Upon Contract award, Contractors shall be notified that a functional data file is needed. Contractors shall provide functional data files within ten (10) business days from the date of notification. Failure to provide functional data files within the time allotted shall constitute a breach of Contract.

B. Data Updates

During the term of the Contract, data file updates (price changes, product changes) shall be provided in the format specified.

Frequency of data file updates is outlined in the pricing specifications section of this bid/RFP document). Additional information on data updates is available in the supplier kit found at: <http://das.ct.gov/SupplierKitCoreCT>.

Existing pricing/product information shall remain in effect until a functional data update is received and a Contract Supplement is issued.

9. Contract Award

The State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

- a. by item, group of items, or in its entirety

- b. geographic location to adequately service the entire State of Connecticut in the best possible manner
- c. Multiple Contractor Award

10. Micro Business Preference

This Contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the State government and the delivery terms shall be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the State. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars (\$3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year shall be accepted.

11. Subcontractors

Bidders acknowledge by the act of submitting a bid that any work provided under the Contract is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful bidder to DAS upon request.

Selection Criteria

Bid Evaluation and Basis of Award

The Evaluation Team shall review and score all responses. The Evaluation Team shall be composed of State Purchasing Officials and Client Agency end users from across various State government bodies. All responses meeting the stated bid requirements shall be reviewed and scored using the following criteria (listed in order of importance):

Value

Business Information

Length of time in business (**minimum 2 years**)/Financial stability

Applicable Content:

Ability to meet the general requirements of bid/Demonstrated ability to service clients having a similar scope of work, and customer references

Service and Quality

Ability to meet or exceed the service requirements including resume requirements

Account Management

Strategy for managing Contract and customer service approach/Reporting capabilities

For each of the position titles, bidders proposed cost for a position shall be scored relative to other bidders' proposed costs for that position.

Pricing Methodology

The State seeks to establish a competitive and standardized rate card with each Contractor. The rate card shall define the maximum hourly rate for any consultant engaged by a Client Agency under a position identified in Exhibit B, along with a fixed Contractor mark-up percentage per IT Professional Position Title, and these shall serve as ceiling rates or "do not exceed rates" for all future work.

When submitting resumes in response to a Client Agency request, the Contractor shall submit the corresponding employee pay rate for each consultant presented which, after factoring in the corresponding Contractor mark-up percent, shall be less than or equal to the ceiling rate for the IT Professional Position Title(s) requested. The Client Agency shall then determine based on cost and quality considerations, the most appropriate IT Professional for its needs. Rates submitted shall be effective for the duration of the project, even in the event of any extension to the project.

Bidder(s) shall complete Exhibit B – IT Professional Position Titles, Pricing and Resources with its proposed pricing. Exhibit B – IT Professional Position Titles, Pricing and Resources contains each IT Professional

Position Title on which the State requires the bidder to submit proposed pay rates and mark-up percentages. Exhibit B – IT Professional Position Titles, Pricing and Resources provides detailed descriptions – Job Description, Minimum Experience (number of Years), Required Experience/Knowledge/Skills (depending on specific staffing request) – for each IT Professional Position Title.

Current Rates

Bidders can use the link previously provided to access the current Contract in order to view rates for similar positions. The pricing shall remain valid for the term of the Contract and subsequent extension unless the State agrees in writing that the pricing shall be modified.

Discounts

With Exhibit B – IT Professional Position Titles, Pricing and Resources, Bidder(s) are encouraged to propose additional incentives to the State and its Client Agency based on the following criteria:

Payment Terms

Propose an additional percentage discount on pricing to be extended to each monthly invoice that is paid within a time period shorter than the standard Net 45 days, or via electronic funds transfer (EFT).

Additional Discounts

Bidder(s) shall describe in detail any additional discounts proposed to the State.

Submittal Requirements

1) Business Information:

- a) DAS Set Aside Certificate, if applicable
- b) Bidder Questionnaire (Excel spreadsheet)

This is a Mandatory Item. Bids received without this Bidder Questionnaire document shall not be considered for award.

Bidder(s) shall compose detailed, original responses to each item in the accompanying Bidder Questionnaire and shall not refer the State to pre-printed brochures, manuals, web sites, or other references. While evaluating bid responses, the Evaluation Team shall not attempt to derive the intended response from reference materials. Information requested shall be provided in the appropriate spaces in the Bidder Questionnaire, or if provided as a separate document, keeping with same number and sequencing scheme. Evaluation shall be based on the Bidder's original answers. The description of the size of the account shall include detailed information as to number and types of IT Professionals deployed, annual revenue from customer, etc.

Ensure all attachments requested in the Bidder Questionnaire have been included with your documentation.

Within the Bidder Questionnaire, Bidder(s) shall provide at least five (5) references from customer accounts similar in size to the State of Connecticut. Provide the following information for each reference: Name of company, Contact name, Email Current Telephone number, and Description of work provided. Ensure that all contact information is current and the person is reachable. In addition to the Bidder provided references, the State may utilize other known references, including any State agencies. Inability to verify references may result in disqualification of Bidder.

Should Bidders wish this information to be considered confidential, this information shall be placed in a sealed envelope marked "Confidential", this information shall not be made viewable to the public and shall only be reviewed by the Evaluation Team.

c) Past 2 years financial statements

Should Bidders wish this information to be considered confidential, this information shall be placed in a sealed envelope marked "Confidential". This information shall not be made viewable to the public and shall only be reviewed by the evaluation committee.

2) Value

a) Form Exhibit B – IT Professional Position Titles, Pricing and Resources

Index of Abbreviations/Definitions

Abbreviations:

DAS	Department of Administrative Services
ITB	Invitation to Bid
SOW	Statement of Work
BEST	Bureau of Enterprise Standards Technology
IT	Information Technology

Definitions:

IT Professional: consultant to be brought in on a temporary basis for specific IT expertise

Evaluation Team: group compiled of various State employees for the specific purpose of reviewing Bidder submitted solicitations