

RFP ADDENDUM
RFP-18 Rev. 3/13/14
Prev. Rev. 10/17/13

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STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION
165 Capitol Avenue, Room 5th Floor South
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RFP NO.:	14PSX0338
Proposal Due Date:	17 November 2016
Date Addendum Issued:	24 October 2016

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

RFP ADDENDUM #4

DESCRIPTION:

NASPO/VALUEPOINT MULTI-STATE COOPERATIVE: Information Technology Vendor Managed Service Providers

FOR:

CT Department of Administrative Services; NASPO; All Participating States; Participating Entities within Participating States

PROPOSERS NOTE:

The remainder of the Questions and Answers is included with this Addendum, along with updated documents (Attachment 4 and RFP).

- Q. 1. At the Pre-Proposal Meeting the following question and answer was given:
Question: *Does this opportunity contain Local Preference? If yes, please provide the details.*
Answer: *Only to the extent that business with Micro-, Small-, Minority-, Woman- or Veteran-Owned local companies is encouraged. The RFP requests from the Proposer how much business will be with these local companies. Please clarify where the RFP requests this information and from what State?*
- A. Refer to Pages 5 & 6, and Question 33 of the Mandatory Business Questionnaire. The Proposer should provide this information based on the Regional coverage being proposed. If proposing coverage for New England, Proposer should identify the disadvantaged businesses within that area with whom they have worked. PEs may identify further requirements regarding local preferences in their PA.
- Q. 2. RFP Selection Criteria, Page 18: Many Participating Entities offer additional points to specific types of suppliers, for instance woman-owned suppliers, will those advantages be offered through this award, and if so, how?
- A. Preferences are typically based on the soliciting state's statutes or regulations. As Connecticut is the Lead State for this multi-state cooperative, individual PE preferences would not apply.
- Q. 3. RFP Selection Criteria, Page 18: Indiana offers points to suppliers from Indiana. How does this affect scoring for this award and the region containing Indiana?
- A. Same as above
- Q. 4. The State mentioned that a facet of an offeror's proposal might indicate the number of direct placements planned by that MSP, and that the evaluation committee would assess those situations as they are reviewed with the understanding that 100% is not expected. Would the State be able to provide the point scale for each of the 6 criteria listed, as well as the 7th criteria of cost, with an explanation of the scoring range, either numeric (e.g., 25 points) or qualitative (e.g., excellent, very good, etc.) with any specific elements, such as direct placements, described as to what is desired?
- A. The Lead State, Connecticut, does not provide further detailed percentages and/or points for each listed criteria.
NOTE: This RFP Addendum adds language capping the VMS, affiliates and subsidiaries to a 10% aggregate direct fill rate. See updated RFP Section 12, Page 12 and Attachment 4, General Info worksheet.
- Q. 5. Attachment 2. Business Questionnaire. Pg. 12. Please clarify if the requirement is for the Proposer to have an established supplier pool prior to proposal submission or if the supplier pool is to be developed during the implementation phase? Please clarify how this will affect proposal scoring?

- A. Proposers are asked to provide requested supplier pool information in their RFP responses (see Business Questionnaire, Pages 5 & 6). Therefore, responses providing this information will score higher than those without.
Individual states may request additional vendors/subcontractors be added to the supplier pool. This may ease transition from current contract(s) or include local disadvantaged companies.
- Q. 6. Attachment 3. Technical Questionnaire. Question 51. Please clarify the following - "*What is your approach to the application of software technology in a Vendor Management System?*"
- A. This question seeks information regarding the Proposers approach to automated processes associated with the entire contingent worker supply chain program that provide cost savings, operational efficiencies, reporting and governance for users.
- Q. 7. Attachment 4. Product Pricing Schedule: How will Billing Rates be scored or assessed?
- A. A minimum to maximum formula will be applied to the hourly rates, which calculates a score.
- Q. 8. Attachment 4. Coverage: Do Proposers have to cover every state listed in the region?
- A. Proposers have to provide services as required in the region for each state and public entity that executes and approved Participating Addendum consistent with the scope of the contract resulting from this RFP.
- Q. 9. Attachment 4. Product Pricing Schedule: The 'Placement History' tab has dates running June 2016 through May 2017, please confirm if this is correct or not?
- A. The dates should read July, 2015 through June, 2016. This has been corrected in the revised Attachment 4.
- Q. 10. Attachment 4 Pricing and Schedule: How are prices evaluated within a region that has significant differences in cost of living (e.g. New York City versus New York State)?
- A. Attachment 4 has been updated to include hourly rate minimum to maximum ranges. The VMS fee is a fixed fee, while the hourly rates may fluctuate within the proposed minimum to maximum range within states or regions. The Contractor(s) must maintain periodic (monthly or quarterly) market analysis reports that provide justification for contractual rate fluctuations.
- Q. 11. Attachment 4 Pricing and Schedule; Can the State please specify the differences between the set of 2 labor categories for the following:
- Application Systems Analysis/Programming Manager and Application Systems Analyst/Programming Supervisor
 - Data Warehousing Analyst and Data Warehousing Programmer
 - Graphic Artist and Graphic Designer

- LAN Administration Manager and LAN Administration Supervisor
- ORACLE/PEOPLESOFT DBA and PeopleSoft Oracle DBA
- Quality Assurance Analyst and Quality Assurance Specialist
- Quality Assurance Manager and QUALITY ASSURANCE TESTING MANAGER
- Technical Architecture Specialist and Technical Specialist
- TRAINING DEVELOPER/TRAINER and Training Developers
- Windows 2003/2008/VMWare ESX System Administrator and WINDOWS 2008/VMWARE ESX SYSTEM ADMINISTRATOR

A. The duplicates mentioned above have been removed from the revised Attachment 4. Also removed was *Computer Operator Supervisor, Deputy/Assistant IT Director, and Information Technology Director.*

Q. 12. Attachment 4 Pricing and Schedule, VMS Fees: The State has indicated that rates should be inclusive of VMS fees. Since the fee is calculated on a tiered discount, what volume of spend should offerors assume when calculating rates?

A. A change has been made regarding the hourly rates and VMS fee: **Do NOT include the VMS fee in the rates provided in Attachment 4, Product & Pricing Schedule, Hourly Rate worksheet.** See updated Attachment 4.

Q. 13. Attachment 4 Pricing and Schedule: Are rates to be inclusive of fringe, overhead, G&A and profit for vendors?

A. Rates are to be all inclusive. Do NOT include the VMS fee. See updated Attachment 4.

Q. 14. RFP. NASPO ValuePoint Contract Statement of Compliance NASPO ValuePoint eMarket Center: Can any NASPO member order from eMarket Center and will they be restricted to the Contractor responsible for each geographic area?

A. The eMarket Center provides online ordering for enrolled states with NASPO ValuePoint that have a PA with the Contractor. Under this procurement, a state may only execute a PA with the Contractor(s) awarded a Contract for the region in which the state is listed.

Q. 15. RFP Page 16, Additional Terms and Conditions, 2. Administrative Fees; Should the NASPO fee be applied to each rate or the VMS fee?

A. The NASPO Administrative Fee will be applied to the VMS Fee.

Q. 16. The Contractor shall pay to NASPO ValuePoint, or its assignee, a NASPO ValuePoint *Administrative Fee of one-quarter of one percent (0.25% or 0.0025) no later than sixty (60) days following the end of each calendar quarter.*

Is this Administrative fee applicable on the quarterly collected revenues at contractor end or is it on the PO value (or) will it be part of VMS fee?

A. The Administrative Fee will be applied to the VMS Fee.

Q. 17. RFP Page 18, Cost: "Fees, Discounts, Rates, Terms": What are the discounts in reference to? Is this on the VMS fee? The tiered fee discount methodology?

A. Discount refers to those listed in Attachment 4, Page 1.

Q. 18. RFP Page 19, Proposal Requirements; "The administrative percentage(s) quoted by the Proposer must remain fixed during the term of the Contract unless the fee is reduced." Is the administrative percentage(s) in reference to the NASPO fee? Are offerors required to propose an admin fee? Can the state please elaborate?

A. The administrative percentage was in reference to the VMS fee. The language has been revised to "The VMS fee..."

Q. 19. Attachment 7, Cooperative Contract Sales Reporting Data Requirements and Data Format: The list looks like headers for columns. What would the rows be? Are there several layers of rows, e.g., invoice, and then line item?

A. There could be several layers of rows. A row for each line item identified. Each labor engagement or chargeable transaction would be reported in a discrete row on this report.

Q. 20. Can a firm respond to the RFP as a prime contractor while being included as a subcontractor/supplier in another prime contractor's proposal?

A. Yes.

Q. 21. What timeframe is the State expecting the implementation to take place in? Is this the expectation of every state involved? Do some states have current contracts in place that they need to expire before they move forward with this one? Which of the 17 states would be classified as such?

A. Timeframe: There is no expected date implementation should take place. Proposers should include implementation plans in their proposals.

B. Expectation: The State PAs will note specific implementation timeframes if needed. Not every state may choose to implement the VMS portion.

C. Current contracts: Most states do have current contracts for these services. Each state will make the business decision to wait until current contract(s) expire, to move forward before or neither.

D. Current contract states: That information is not available.

Q. 22. If competitive bids are required for hourly and project based engagements, is there a minimum number of bids that need to be obtained?

A. A minimum of 3 quotes should be obtained in most cases. Individual states may include specific minimums in their PAs.

Q. 23. Are there standardized criteria for best value when selecting contract employees? Or is it at the discretion of the user agency? Are scores required to be published?

A. Standardized criteria may be at the direction of the individual state PA, or if not noted, may be at the discretion of the user agency. Yes, under FOIA, scores may be subject to public information.

Q. 24. RFP with Attachments, Page 12: *The pricing model for the resulting Contract will be based on an all-inclusive VMS Fee. The VMS Fee shall be inclusive of all other costs and is the only payment the Contractor shall receive. Proposers shall submit the fee as a fixed hourly rate. Contractors shall not assess the VMS fee on authorized expenses (i.e. travel, education, etc.). Only billable hours worked by consultants will be subject to the VMS Fee.*

How are the project related expenses like travel, accommodation etc. taken care? Will this be paid at actual?

A. Per Sample Contract and Exhibits, Exhibit 2, 13.

Unless otherwise stated in the SOW, and approved by the PE, Contractor shall not be paid any out-of-pocket expenses, such as travel time, mileage to and from any jobsite, and/or miscellaneous expenses. Payments for approved expenses may not exceed the PE's current prevailing rates for travel. The State assumes no liability, financial or otherwise, for the transportation of Contractor's personnel or their possessions into or out of the PE location.

Q. 25. RFP Attachment 4. Referring to the pricing spreadsheet, are these hourly rates for State of Connecticut or convey general pricing across all states participating in this tender?

A. The hourly rates proposed in Attachment 4, Price Schedule should convey pricing for the geographical region being proposed.

If proposing for multiple regions, multiple Price Schedules must be submitted, identifying the specific region.

Q. 26. The link for Contractor Authorization Guide (DAS-28) provided on page 4 of the RFP is broken: <http://das.ct.gov/Purchase/Info/DAS%2028.pdf>. Where can Proposers find this document?

A. Please disregard the reference in the RFP posting.

Q. 27. In view to the current RFP with State of CT, as a contractor do we need to set-up the VMS system or NASPO ValuePoint will be doing it, just need a clarification.

A. The Contractor(s) will need to set up VMS as requested by participating states.

Request for Proposal #14PSX0338

NASPO / VALUEPOINT MULTI-STATE COOPERATIVE: Information Technology (IT) Vendor Managed Service Providers

Contract Specialist: Elizabeth Basso

Date Issued: **August 16, 2016**

Due Date: **November 17, 2016**



Department of Administrative Services



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Guide to Electronic Proposal Submissions

1. Introduction To BizNet

The State of Connecticut (State) Department of Administrative Services (DAS), Procurement Services requires all companies responding to a DAS solicitation create a Business Network (BizNet) account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select CT Procurement and Company Information. Please be sure to complete information in all tabs (e.g., Company Information, Accounts and Address).

Existing Companies Needing to Update Their Information: Login to BizNet and select CT Procurement and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Services at 860-713-5095.

2. Required Certificates and Affidavits

Companies must submit the certificates and affidavits specified in this section electronically to their BizNet account. These certificates and affidavits must be updated on an annual basis and, if applicable, no later than 30 days after the effective date of any material change. Companies that have already filed these certificates and affidavits have the ability to view, verify and update their information prior to submitting a proposal response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management's website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. Online Proposal Responses

Any response to a proposal posted by DAS Procurement Services must be submitted electronically. Commonly required forms are listed below and have been automated in BizNet. In addition, certain forms are now fillable, as noted below. To complete forms, download them from your BizNet account, complete your submittal response, then upload the forms, together with any other required submittal documents, through BizNet prior to the date and time upon which the proposal is due pursuant to the RFP. Late submissions will not be accepted. Proposals are not publicly opened and are not available for viewing until after the contract has been awarded.

- Signature Page (RFP-26) – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Product & Price Schedule
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- ~~Contractor Authorization Guide (DAS-28)~~
This form must be signed by the person identified in the Corporate Resolution or By-Laws, as the party legally authorized to bind the company. A link to the guide and sample forms is provided below:
<http://das.ct.gov/Purchase/Info/DAS%2028.pdf>
- Request for Proposal Document
- Request for Proposal Contract
- Contract Exhibit 1– Notice to Executive Branch State Contractors and Prospective Contractors of Campaign Contribution and Solicitation Limitations
- Contract Exhibit 2 –Deliverables Document

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

4. Insurance Accord Certificates

All companies awarded a contract by DAS must maintain their BizNet accounts with new and updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidence that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Overview

DAS is issuing this RFP to solicit responses for Information Technology (IT) Vendor Managed Service (“VMS”) Providers as the Lead State for NASPO ValuePoint Cooperative Purchasing Program.

The State of Connecticut (“State”) Department of Administrative Services (“DAS”) is issuing this Request for Proposal (RFP) to solicit responses for IT Vendor Managed Service Provider(s) (“Contractors”) as the Lead State on behalf of the National Association of State Procurement Officials (NASPO) Value Point Cooperative Purchasing Program. The Contract will require Contractors deliver an end to end technology solution that provides the processes, components, and attributes described within this RFP. Contractors will Perform the overall program management and candidate engagements of an organization's contingent IT workforce. Contractors’ responsibilities shall include program reporting and tracking, and candidate evaluation and selection. Contractors will provide supplier management tool(s), performance oversight, need analysis and consultation, as well as consolidated billing and help desk support. Engagements vary in length, therefore pricing shall be for both project based as well as hourly based.

The objective of this RFP is to obtain the best value through a national cooperative contract due to the collective volume of potential purchases by numerous state and local government entities. The Contract resulting from this RFP will establish a Contract with the Contractor(s) to provide IT Professionals, via a VMS System if required by the Participating Entity, for all Participating Entities. The Contract may be used by state governments (including departments, agencies, institutions), institutes of higher education, political subdivisions (e.g. colleges, school districts, counties, cities), the District of Columbia, territories of the United States, and other eligible entities subject to approval of the individual State Procurement Director and/or State Chief Information Officer and compliance with local statutory and regulatory provisions. The initial term of the Contract shall be three years, with possible renewal provisions.

The resulting Contract is intended to establish new, replace and/or supplement current IT temporary staffing contract(s) as they expire or are otherwise terminated. Incorporation of this Contract shall be at the Participating States discretion, though it is understood there will be an overall cost savings.

The Lead State reserves the right to expand the services presented in the Contract to include additional IT Professional categories.

This will be a new Contract for NASPO Value Point. Therefore, annual usage data is not available. However, *Attachment 8* summarizes the anticipated usage for each Participating State. No minimum or maximum level of sales volume is guaranteed or implied in awarded agreements made under this RFP.

It is anticipated that this RFP will result in multiple Contractors. The Contract will be broken down into the following geographical areas. See Attachment 4, Price Schedule for individual states.

New England States

Northeast States & Caribbean

Mid-Atlantic States

Rocky Mountain States

Southeast Sunbelt States

Pacific Rim States

Great Lakes States

Northwest Arctic States

Heartland States

Capitol Area

Greater Southwest States

NASPO ValuePoint is the NASPO Cooperative Purchasing Organization LLC, doing business as NASPO ValuePoint, a 501(c)(3) limited liability company that is a subsidiary organization of the National Association of State Procurement Officials (NASPO), the sole member of NASPO ValuePoint. NASPO ValuePoint facilitates administration of the NASPO cooperative group contracting consortium of state chief procurement officials for the benefit of state departments, institutions, agencies, and political subdivisions and other eligible entities (*i.e.*, colleges, school districts, counties, cities and some nonprofit organizations) for all states and the District of Columbia. NASPO ValuePoint is identified in the Contract as the recipient of reports and may perform contract administration functions relating to collecting and receiving reports as well as other contract administration functions as assigned by the Lead State, but is not a party to the Contract.

Lead State means the state centrally administering any resulting Contract. For purposes of this RFP and resulting Contract, the State of Connecticut, acting through its Department of Administrative Services, is the Lead State. The Contract is the agreement resulting from a contract award under this RFP, executed by and between the Lead State and the contract awardee (Contractor), as now or hereafter amended.

Contracts may be used by Participating States and Participating Entities. Any of the fifty states or territories of the United States, their political subdivisions and other legal entities authorized by applicable state statute to utilize state contracts are eligible to be Participating Entities, subject to permission granted by the Chief Procurement Official of the applicable state. A Participating State is a state, the District of Columbia, or one of the territories of the United States that is listed in the RFP as intending to participate. Eligible entities become Participating Entities by executing a Participating Addendum to the Contract. The Participating Addendum is a bilateral agreement executed by a Contractor and a Participating Entity specific to that Participating Entity incorporating the Contract and any other terms and conditions specific to the Participating Entity. The Contractor is prohibited from performing under the Contract until a Participating Addendum acceptable to the Participating Entity and Contractor is executed.

Obligations under this Contract are limited to those Participating Entities who have signed a Participating Addendum and Purchasing Entities within the scope of those Participating Addenda. Purchasing Entity means a Participating Entity or other legal entity authorized by a Participating Addendum who issues a purchase order against the Contract and becomes financially committed to the purchase.

Participation in the Contract is subject to the following:

1. Financial obligations of Participating States are limited to the orders placed by the departments or other state agencies and institutions having available funds.
2. Participating States incur no financial obligations on behalf of other Purchasing Entities.

3. Contractor shall email a fully executed PDF copy of each Participating Addendum to PA@wnaspo.valuepoint.org to support documentation of participation and posting in appropriate data bases.

4. The Contract terms and conditions are applicable to any purchase order by a Purchasing Entity, except to the extent altered, modified, supplemented or amended by the applicable Participating Addendum.

5. State Participating Addenda or other Participating Addenda shall not be construed to amend the terms of this Contract between the Lead State and Contractor.

6. Participating Entities who are not states may under some circumstances sign their own Participating Addendum, subject to the approval of participation by the Chief Procurement Official of the state where the Participating Entity is located.

Participating States

In addition to the Lead State conducting this solicitation, the following Participating States have requested to be named in this RFP as potential users of the resulting Contract: Alaska, California, Connecticut, Delaware, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Mississippi, Montana, New Jersey, North Dakota, Oregon, Rhode Island, South Dakota, Utah, and Vermont. Other entities may become Participating Entities after award of the Contract. Some States may have included special or unique terms and conditions for their state that will govern their state Participating Addendum. These terms and conditions are being provided as a courtesy to proposers to indicate which additional terms and conditions may be incorporated into the state Participating Addendum after award of the Contract. The Lead State will not address questions or concerns or negotiate other States' terms and conditions. The Participating States shall negotiate these terms and conditions directly with the supplier. State-specific terms and conditions are included in Attachment 9.

NASPO Value Point Contract Statement of Compliance

NASPO Value Point Contract (s) resulting from this RFP will constitute the final agreement except for negotiated terms and conditions specific to a Participating Entity's Participating Addendum.

This section highlights particular terms and conditions of NASPO ValuePoint program terms and conditions, although Offerors will be bound to all the terms and conditions when executing a Contract (Attachment 1).

Insurance

To be eligible for award, the Offeror agrees to acquire insurance from an insurance carrier or carriers licensed to conduct business in each Participating Entity's state at the prescribed levels set forth in Section 22 of the Contract. Describe your insurance or plans to obtain insurance satisfying the requirements in Section 22.

NASPO ValuePoint Administrative Fee and Reporting Requirements

To be eligible for award, the Offeror agrees to pay a NASPO ValuePoint Administrative Fee as specified in Section 11c of Attachment 1. Moreover, specific summary and detailed usage reporting requirements are prescribed by Section 11d of Attachment 1.

Offerors shall identify the person responsible for providing the mandatory usage reports. This information must be kept current during the Contract period. Contractor will be required to provide reporting contact within 15 days of Contract execution.

NASPO Value Point eMarket Center

To be eligible for award, the Offeror agrees, by submission of a Proposal, to cooperate with NASPO Value Point and SciQuest (and any authorized agent or successor entity to SciQuest) to integrate its presence in the NASPO Value Point eMarket Center either through an electronic catalog (hosted or punchout site) or unique ordering instructions. Refer to Section 11 of Attachment 1.

Those terms and conditions require as a minimum that the Offeror agree to participate in development of ordering instructions. Proposer shall respond how they can support the eMarket Center in the Proposal through either a hosted catalog or punchout solution.

Lead State Terms and Conditions.

Refer to Attachment 1 for the Lead State Special Terms and Conditions that apply to this solicitation. Offeror shall indicate in their Proposal that they have read and understand all of the requirements shown Lead State Terms and Conditions.

Participating State Terms and Conditions.

As a courtesy to Offerors, some Participating State specific Terms and Conditions are provided in Attachment 9 to this solicitation. These are for informational purposes only and will be negotiated with other Participating States after award of the Contract. Each State reserves the right to negotiate additional terms and conditions in its Participating Addendums. Offerors shall submit a statement that they understand they may be required to negotiate these additional terms and conditions when executing a Participating Addendum.

Promotion of the NASPO Value Point Contract

The Contract terms and conditions include program provisions governing participation in the cooperative, reporting and payment of the NASPO ValuePoint Administrative Fee, and marketing/education relating to the NASPO ValuePoint cooperative procurement program. In this regard,

- a. Briefly describe how you intend to promote the use of the Contract.
- b. Knowing that state procurement officials (CPO) must permit use of the Contract in their state, how will you integrate the CPO's permission into your plan for promoting the agreement?
- c. Public entities are sensitive to "scope" issues, that is, whether performance is within the intended scope of the solicitation as awarded. In the context of your method of promoting agreements of this nature, how would you clarify any questions regarding the scope the agreement with respect to any potential order?
- d. How will your company manage due dates for the NASPO ValuePoint Administrative Fee payments and usage reports?
- e. Through its Cooperative Development Coordinators and Education & Outreach team, NASPO Value Point assists Lead States by engaging vendors in strategies aimed at promoting Contracts. What opportunities and/or challenges do you see in working with NASPO Value Point staff in this way?

Scope of Services

This procurement is seeking Proposals to supply an end to end VMS technology System ("System") that would provide the following:

- Increasing the overall quality and speed of IT Professional needs.
- Implementation and configuration of a web based System to provide coverage for Participating Entities.
- A production ready system to centrally capture and manage Contract spend. This may also include the need to share data with the Participating Entities' systems.
- IT Professional search and recruitment, including specialized and niche IT areas.
- Adding value in the areas of IT Professional procurement and utilization.
- Reducing costs associated with IT Professional engagements and management.
- Minimizing the time spent engaging IT Professionals and ensuring compliance with the Participating Entities' policies and procedures.
- Developing processes and policies that ensure compliance with legal, statutory, and regulatory requirements.
- Tracking, monitoring, and managing Contractor Parties performance.
- Obtaining reporting that will help with budgeting and visibility into IT Professional spend.

Contractor(s) shall deliver to Participating Entities a Vendor Neutral System that must include any or all of the following through a customized automated interactive and user-friendly web based system that meets or exceeds the processes, components, and attributes described in this RFP:

- Recruitment and performance oversight of IT Professionals;
 - Statement of Work (SOW) completion, approval and transmission to Contractor
 - SOW distribution to Contractor Parties for IT Professional availability and cost savings
 - IT Professional candidate resume submission and selection
 - IT Professional candidate ranking methodologies
 - Scalability and flexibility to unique Participating Entities' needs
 - Timekeeping, Invoicing and oversight of such
 - Reporting (standard and ad hoc)
 - On-line search and query functions
1. The selected Contractors shall build separate VMS programs in each Participating Entity with the option for on-site account management.
 2. Participating Entities may require the Contractors to meet minority and women's business enterprises commitments throughout the life of the Contract.
 3. The Contractors must disclose any and all financial interests with any of its Contractor Parties. Participating Entities may reserve the right to include affiliated Contractor Party participation in Contractors total participation aggregate.
 4. The Contractors shall notify all Contractor Parties of each opportunity in order to provide a fair and equitable opportunity for all Contractor Parties to provide it services. If the Participating Entity's hiring manager requesting the services prefers, he/she may request and be provided all resumes submitted by Contractor Parties to determine the best fit for the position.

5. To the extent that existing Contractors are in place within a State, the Contractors shall assist Participating States transition existing Contractors and IT Professionals to their VMS for continuity purposes.
6. The Contractors shall be liable for the work and actions of any Contractor Party used to fulfill contractual obligations.
7. Participating Entities may require the proposed System integrate with Oracle/People Soft or other financial systems as set in place.
8. This Contract requires Contractors complete a Background Check on all IT Professionals prior to recommendation. Refer to Attachment 6 for definition and requirements.
9. The table below provides a minimum set of service levels that the Contractor must meet or exceed throughout the life of the Contract in order to remain in good standing. A high-level process will be utilized throughout the life of the Contract to ensure that Contractors are providing the service levels as required to all Participating Entities. Contractors will be required to contribute regularly through this process in a variety of ways. The Contractors shall meet periodically at the request of the Lead State and the NASPO ValuePoint Sourcing Team for Contract discussions. The Contractors will have the opportunity to provide the the Lead State and the NASPO ValuePoint Sourcing Team with suggestions on how to improve its own processes relating to IT Professional services.
 - a) A scorecard will be developed by the NASPO ValuePoint sourcing team for each Contractor, which will include the minimum performance metrics and threshold required. It is expected that the final service levels agreed upon by the Contractors will be higher than these proposed minimum requirements.
 - b) Contractors shall submit to individual State contract coordinators monthly, electronic reports showing performance metric, performance target for the applicable state and the associated data used to determine the performance indicators. Contractors shall submit to each individual member of the NASPO ValuePoint sourcing team a monthly report showing performance metrics, performance targets and associated data for all Participating Entities.
 - c) The State's contract coordinators will score the Contractor monthly over the initial 12 month period from start date of the Contract and quarterly thereafter. Scoring shall be based on the performance metrics report, the Contractor's ability to exceed the metrics and feedback received by the State's contract coordinator from Participating Entities.
 - d) If any service deficiencies are identified across the Contract or the minimum thresholds are not met, the following actions will be implemented by the Lead State to ensure that the level of service improves.
 1. A discussion will take place between the Contractor representatives and the Lead State. The Contractor will be given a warning, and a plan will be developed to improve on the problem areas within two (2) months.
 2. If after the two months the minimum thresholds are not met, the Contractor will be placed on probation, and given three (3) months to improve their overall service score.
 3. If within the three (3) month probationary period the minimum thresholds are not met, the Contractor(s) will be required to give a three percent (3%) rebate on the month's revenue back to each agency which has provided revenue to the Contractor. and the Contract may be terminated.

4. Should this process occur more than two times throughout the life of the contract, this may be cause for the Lead State to terminate the Contract.

Performance Metric	Goal	Performance Target	Description	Calculation	Frequency of Review
Requisition Confirmation Response time	4 business hours	92% or higher	Measures average response time from receipt of request to confirmation of request receipt.	Number of requisitions which received confirmation within 4 hours / total number of requisitions.	monthly
Resume Submittal Response time	4 business days	92% or higher	Measures average response time from receipt of request to delivery of first candidate's resume.	Number of requisitions which received first batch of resumes for review within 72 hours / total number of requisitions.	monthly
Normal Fill Rate	N/A	92% or higher	Measures Contractor's ability to satisfactorily fulfill requisitions: Indicates how many requisitions are open.	Total number of filled positions at month end / total number of requisitions that have been in place over 2 weeks.	monthly
Normal Round 1 Fill Rate	N/A	80% or higher	Measures Contractor's ability to satisfactorily fulfill requisitions within first round of resumes submitted to requestor (normal requisitions).	Total number of filled positions resulting from the first round of resumes / total number of requisitions filled.	monthly
Urgent Flagged Submittal Response Time	2 business days	92% or higher	Measures average response time from receipt of URGENT request to delivery of first candidate's resume.	Number of URGENT requisitions that received first batch of resumes for review within 24 hours / total number of URGENT requisitions.	monthly
Urgent Fill Rate	N/A	92% or higher	Measures Contractor's ability to fulfill requisitions: Indicates how many requisitions are open.	Total number of URGENT filled positions at month end / total number of requisitions that have been in place over 2 weeks.	monthly
Urgent Round 1 Fill Rate	N/A	90% or higher	Measures Contractor's ability to fulfill requisitions within first round of resumes submitted to requestor (URGENT requisitions).	Total number of URGENT filled positions resulting from the first round of resumes / total number of requisitions filled.	monthly
Attrition Rate	N/A	8% or lower	Measures resource turnover due to unplanned situations that are not caused by the State, not including inadequate performance, death, serious illness, etc.	Number of unplanned turnovers / total number of resources.	monthly
Performance Removal	N/A	5% or lower	Measures resource turnover due to inadequate resource performance.	Number of turnovers (due to inadequate performance) / total number of resources.	monthly
Offering Opportunity to the Network	N/A	30% or higher	Measure of how many resource resumes, provided to the State after requisition, are from the Contractor's subcontractor network.	Total number of resumes provided to the State from subcontractor resource pools / total number of resumes provided to the State.	monthly
Usage of Network	N/A	90% or higher	Measure of how many subcontractor resources are selected by the State.	Number of subcontractor resources selected within period / total number of resources selected within period.	monthly
Customer Service Survey Results	Monthly survey of the satisfaction of the agency requestor with the resource(s) placed at that agency by the Contractor. Survey will highlight positive and negative points about the Contractor's processes and resources in order to identify areas for improvement. The State Contract Manager will review and include overall results as part of the scorecard.				

10. CANDIDATE SELECTION

Participating Entity will request resources through the Contractor's web-based System. **The process must assure competition among qualified candidates such that the PE obtains the skills required at the best available cost. Contractor shall supply a minimum of five resumes per requested position for PE review and candidate selection, unless market conditions do not support the minimum resumes. The PE may specify if additional resumes are required at the time of the request. Each candidate must have a unique hourly rate based on the actual costs for that individual. Quotes shall indicate travel expenses. No travel expenses for mileage to and from work, moving or relocation expenses, or living expenses will be paid.**

- a) Participating Entities will have the opportunity to conduct skills assessments (phone interviews, face to face interviews, capabilities tests, etc.) of the candidates they choose from the Contractor's Account Manager-provided group of resumes. If the Participating Entity end user conducts a skills assessment and determines that the candidate will not meet the skill requirements of the position, the Participating Entity end user will reject the candidate and request another batch of resumes from which to choose another candidate.
- b) If a second group of resumes is provided, and no resumes within the group meet the requirements as stated in the requisition and clarified in the re-order process, the Participating Entity end user shall return the resumes to the Contractor and notify their State's Contract Coordinator.
- c) If a candidate begins work for a particular Participating Entity, and the Participating Entity determines within the first week (five (5) business days) that the candidate does not have the skills or capabilities necessary to complete the job as requested in the original requisition or SOW, the Participating Entity may request that the candidate be replaced immediately, and the Participating Entity shall not pay for the work conducted by the unacceptable candidate. The Participating Entity shall also require that the replacement candidate be provided at no charge for the first five (5) days of work after replacing an inadequate resource. The PE shall notify their State's Contract Coordinator.

12. PRICING STRUCTURE

The VMS, its affiliates or subsidiaries shall not provide, in aggregate, more than 10% direct fill, unless previously authorized in writing by the PE contact.

The pricing model for the resulting Contract will be based on an all-inclusive VMS Fee. The VMS Fee shall be inclusive of all other costs and is the only payment the Contractor shall receive. **The State shall not pay any separate costs associated with the implementation, training, or other delivery requirements.** Proposers shall submit the fee as a fixed hourly rate. **Direct Charges (such as reimbursable travel expenses) shall not be subject to the VMS fee, and must be included in the SOW.** Only billable hours worked by IT Professional will be subject to the VMS Fee. **Reimbursement of mutually approved travel related charges incurred by the IT Professional shall be at the Participating Entity's per diem travel rates unless negotiated otherwise.**

The Contractor will invoice the PE directly for the work performed, **within** the established rate **minimum and maximum range** set forth in the Price Schedule. At the same time, the Contractor shall pay the supplier, less the VMS Fee. Contractors shall not delay supplier payment based on PE's payment of invoice.

The minimum to maximum hourly rate range will serve as the range of rates for work performed in any

location within the region and/or state, based upon cost of living differences. Hourly rates quoted and invoiced shall be based on competitive local market rates for the specific city and/or state. and shall not exceed the maximum range proposed. The Contractor shall maintain, and provide to Lead State or NASPO upon request, periodic (monthly or quarterly) market analysis reports that provide justification for contractual rate fluctuations.

Awarded Contractor(s) shall provide to PEs a schedule of minimum and maximum competitive market rates for each location that work is ordered by a PE within the region. The Contract shall update the schedule quarterly or semi-annually, as requested by the PE.

11. DELIVERY

Delivery shall be per the final Contract Deliverables Document.

The Contractors will be allowed a sixty (60) day grace period during the implementation phase of the Contract to ramp up services, without scoring on the performance metrics. After the sixty (60) day grace period, tracking of the performance metrics will begin.

- a) The first report shall be due by the Contractors to the Lead State one (1) month after the grace period ends. Subsequent Reports shall be as required in the final Contract Deliverables Document, or at the request of the Department.

13. REPORTS

Contractors shall provide the following NASPO Value Point reports. Additional reports may be required as identified by a Participating Entity.

1. Summary Sales Data

The Contractors shall submit quarterly sales reports directly to NASPO Value Point using the NASPO Value Point Quarterly Sales/Administrative Fee Reporting Tool found at <http://www.naspo.org/WNCPO/Calculator.aspx>. Any/all sales made under the Contract must be reported as cumulative totals by state. Even if Contractors experience zero sales during a calendar quarter, a report is still required. Reports are due no later than thirty (30) days following the end of the calendar quarter (as specified in the reporting tool).

2. Detailed Sales Data

Contractors shall also report detailed sales data by:

- (1) state;
- (2) entity/customer type, e.g. local government, higher education, K12, non-profit;
- (3) Purchasing Entity name;
- (4) Purchasing Entity bill-to and ship-to locations;
- (5) Purchasing Entity and Contractor Purchase Order identifier/number(s);
- (6) Purchase Order Type (e.g. sales order, credit, return, upgrade, determined by industry practices);
- (7) Purchase Order date;
- (8) Ship Date;
- (9) and line item description, including product number if used.

Reports are due on a quarterly basis and must be received by the Lead State and NASPO Value Point Cooperative Development Team no later than thirty (30) days after the end of the reporting period. Reports must be delivered to the Lead State and to the NASPO Value Point Cooperative Development Team electronically through a designated portal, email, CD-Rom, flash drive or other method as determined by the Lead State and NASPO Value Point. Detailed sales data reports must include sales information for all sales under Participating Addenda executed under the Contract. The format for the detailed sales data report is in shown in Attachment 7.

3. Contractors shall provide the NASPO Value Point Cooperative Development Coordinator with an executive summary each quarter that includes, at a minimum, a list of states with an active Participating Addendum and a statement related to the Contractors being in any negotiations with any potential Participating Entity roll out or implementation activities and issues. NASPO Value Point Cooperative Development Coordinator and Contractors will determine the format and content of the executive summary. The executive summary is due thirty (30) days after the conclusion of each calendar quarter.

4. Timely submission of these reports is a material requirement of the Contract. The recipient of the reports shall have exclusive ownership of the media containing the reports. The Lead State and NASPO Value Point shall have a perpetual, irrevocable, non-exclusive, royalty free, transferable right to display, modify, copy, and otherwise use reports, data and information provided under this section.

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	Tuesday, August 16, 2016
OPTIONAL PRE-PROPOSAL MEETING	Date:	Tuesday, September 13, 2016
RECEIPT OF QUESTIONS:	Date:	Monday, September 26, 2016
APPROXIMATE DATE ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	Friday, September 30, 2016
RFP DUE DATE:	Date:	Thursday, November 17, 2016

2. Pre-Proposal Meeting

The pre-proposal meeting will be held in Conference Room G-38, Ground Floor at the State Office Building, 165 Capitol Avenue, Hartford, CT 06106. A conference call option will be available as well. All pre-proposal questions must be submitted 3 days prior to the webinar date to elizabeth.basso@ct.gov. Questions submitted prior to the deadline and corresponding answers will be read in the webinar, without Proposer identification. An Addendum with official responses to questions will be published the next business day.

3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Elizabeth Basso via email: elizabeth.basso@ct.gov.

4. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Elizabeth Basso via email: elizabeth.basso@ct.gov.

5. Solicitation Submission

Proposals must be submitted online through the proposer's BizNet account by the RFP due date and time.

6. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of one (1) year from the due date of the proposals.

7. Amendment or Cancellation of the RFP

Lead State reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

8. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by Lead State. Lead State, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

9. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that Lead State deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

10. Proposer Demonstration of Proposed Services and or Products

At the discretion of Lead State, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by Lead State and without cost to the State.

11. Erroneous Awards

Lead State reserves the right to correct inaccurate awards.

12. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by Lead State.

13. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

14. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the Contract.

15. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

Additional Terms and Conditions

1. Contract Period

The State intends that this contract shall be in effect for a period of three (3) years, from date of Contract Award.

The Lead State may, in its sole discretion, extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed one year.

2. Warranty

The Contractor shall warranty all parts for a period of at least one (1) year from the purchase date. The warranty will also include all packaging and shipping required to replace defective parts.

3. Quantities and/or Usages

Any quantities set forth in this RFP are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

1. Ordering

- a. Contract) order and purchase order numbers shall be clearly shown on all acknowledgments, shipping labels, packing slips, invoices, and on all correspondence
- b. Each Purchasing Entity will identify and utilize its own appropriate purchasing procedure and documentation. Contractor is expected to become familiar with the Purchasing Entities' rules, policies, and procedures regarding the ordering of supplies and/or services contemplated by this Contract).
- c. All communications concerning administration of Orders placed shall be furnished solely to the authorized purchasing agent within the Purchasing Entity's purchasing office, or to such other individual identified in writing in the Order.

2. NASPO ValuePoint Administrative Fees

- a. The Contractor shall pay to NASPO ValuePoint, or its assignee, a NASPO ValuePoint Administrative Fee of one-quarter of one percent (0.25% or 0.0025) no later than sixty (60) days following the end of each calendar quarter.
- b. **The NASPO Administrative Fee shall be based on the total quarterly sum of all VMS Fees billed to all states and PEs that purchased services through this contract during the reporting quarter** (less any charges for taxes or shipping).
- c. The NASPO ValuePoint Administrative Fee is not negotiable.
- d. This fee is to be included as part of the pricing submitted with proposal.
- e. Some states may require an additional fee be paid directly to the state only on purchases made by Purchasing Entities within that state.

- f. For all such requests, the fee level, payment method and schedule for such reports and payments will be incorporated into the Participating Addendum that is made a part of the Contract.
- g. The Contractor may adjust the Contract pricing accordingly for purchases made by Purchasing Entities within the jurisdiction of the state.
- h. All such agreements shall not affect the NASPO ValuePoint Administrative Fee percentage or the prices paid by the Purchasing Entities outside the jurisdiction of the state requesting the additional fee.
- i. The NASPO ValuePoint Administrative Fee shall be based on the gross amount of all sales (less any charges for taxes or shipping) at the adjusted prices (if any) in Participating Addenda.

3. P-Card (Purchasing MasterCard Credit Card)

Participating Entities may require Contractors accept payment via procurement card(s).

4. Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

5. E-Commerce (Electronic Commerce)

In addition to interfacing with the NASPO Value Point E-market center, Participating Entities may utilize internet-based E-Procurement ordering systems, Contractors may receive purchase orders from Participating Entities through these Systems and shall, if requested, provide electronic invoicing to be loaded into these Systems.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

All proposals will be evaluated using the following approach:

Proposals will be evaluated only to ensure that they adhere to Proposal Requirements. Any proposals not meeting the Proposal Requirements will not be considered for evaluation.

The proposals that meet the Proposal Requirements will then be scored based on the following criteria. All proposals will be ranked on the basis of their combined scores. This ranking will be used to create a "short list". Any proposal not making the "short list" will not be considered for any further evaluation.

1. Demonstrated Performance, Experience, Capabilities and Resources

Placement History, Government Experience, Top Customers, Supplier Recruitment

2. Management and Quality Assessment

Performance, Background Check Process, Escalation Procedures

3. Business and Financials

Company Information, Financials

4. Approach

Implementation, Assessment

5. Technology

System, Narrative, Reporting Accessibility, Disaster Recovery

6. Small/Minority Enterprise Subcontractor Commitment

Subcontractors

The short-listed proposals will then be evaluated based on cost. The selection committee may conduct additional rounds of discussions and a BAFO round.

1. Cost

Fees, Discounts, Rates, Terms

Lead State may award by individual item, group of items, or the entirety of all items. Lead State may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

Proposal Requirements

The following shall be submitted with the RFP. Include the company name on all pages of all documentation. Responses should be completed in format(s) provided. Do not refer to attached documentation.

All Proposals must be submitted in the following format:

1. **Executive Summary.** List the individual and contact information for communications regarding this RFP. List the individual and contact information for the person legally authorized to contractually commit the company. The one or two page executive summary is to briefly describe the Proposal. This summary should highlight the major features of the Proposal. It must indicate any requirements that cannot be met by the Proposer. The Lead State should be able to determine the essence of the Proposal by reading the executive summary.

2. **Attachment 4, Rates, Fee, Placement, Costs**

Cost will be evaluated independently from the technical proposal. *Attachment 4* must be submitted as a separate document, labeled *Product & Pricing Schedule*. Enumerate all costs in *Attachment 4*.

Includes:

- *VMS Service Fees*
- *On Site Hourly Rate Ranges*
- *Placement History*

Directions for completing the Worksheets are found on each tab. The **VMS fee** quoted by the Proposer must remain fixed during the term of the Contract unless the fee is reduced.

3. **Business Proposal.** This section should constitute the Business response of the proposal and must contain all identified documents.
 - Attachment 2, Mandatory Business Questionnaire
 - Financials, etc. as requested
4. **Technical Response.** This section should constitute the Technical response of the proposal and must contain all identified documents:
 - A complete narrative of the Offeror's assessment of the work to be performed
 - The Proposer's ability and approach
 - A demonstration of the Proposer's understanding of the desired overall performance expectations and
 - Any options or alternatives proposed.
 - Include a complete narrative on the Proposer's web based solution, along with screen shots.
 - *Attachment 3, Mandatory Technical Questionnaire*, including any requested documentation.
 - Implementation Plan
 - Disaster Recovery Plan

5. **Confidential, Protected or Proprietary Information.** All confidential, protected or proprietary Information must be included in this section of proposal response. Do not incorporate protected information throughout the Proposal. Rather, provide a reference in the Proposal directing Lead State to the specific area of this protected Information section.

Elements of the proposal that define the contractual requirements, such as approaches to the statement of work, prices, and schedule, may not be marked as confidential and proprietary. Proposals not complying with these instructions for identification and segregation of confidential and proprietary information may be deemed non-responsive.

Information included in the CONFIDENTIAL AND PROPRIETARY INFORMATION section of an Offeror's proposal is not automatically accepted and protected. All information identified in the CONFIDENTIAL AND PROPRIETARY INFORMATION section will be subject to review by the Lead State in accordance with the procedures prescribed by the Lead State's open records statute, freedom of information act, or similar law.

6. **Contract Document.**

Red line the sample Contract provided (Attachment 1)

7. **Redacted Proposal Response**

In the event that a Proposer includes a *Confidential And Proprietary Information* section in the Proposal response, an electronic redacted copy of the Proposal (as accepted) must be submitted with the final Proposal (e.g. a best and final offer) or as otherwise directed by the Lead State. Proposer acknowledges that any information in the redacted copy of their Proposal response will be made public.

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, Lead State and the initial proposer fail to reach consensus on the issues relative to a contract, then Lead State may commence contract negotiations with other proposers. Lead State may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only. It is not intended to, and will not, be the specific contract that the successful vendor(s) will sign. After Lead State selects a vendor, Lead State will deliver a draft contract to the vendor for consideration and negotiation.

Any or all portions of this RFP and any or all portions of the Respondent's response may be incorporated as part of the final Contract.

Definitions

(see also definitions in Attachment 1, Sample Contract)

Managed Service Providers – Contractors awarded the resulting Contract

Vendor Neutral - a business and design approach that seeks to ensure broad compatibility and interchangeability of products and technologies. Encompasses standardization, non-proprietary design principles and unbiased business practices.

State Contract Coordinators - The single point of contact is the person designated in the Participating Addendum for a jurisdiction to administer and manage the Contract on behalf of the Participating Entity

NASPO – National Association of State Procurement Officials

Vendor Managed Services - an end to end technology solution that provides the processes, components, and attributes to Perform the overall program management and candidate engagements of an organization's contingent IT workforce, including program reporting and tracking, and candidate evaluation and selection, supplier management tool(s), performance oversight, need analysis and consultation, consolidated billing and help desk support.

RFP 14PSX0338 Attachment 5
PARTICIPATING ADDENDUM
NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM
Information Technology Vendor Managed Service Providers
Administered by the State of Connecticut (hereinafter "Lead State")
CONTRACTOR (hereinafter, "Contractor")
Contract Number:
And
The State of Connecticut
(hereinafter "State", "State of Connecticut" or "Participating Entity")

The parties agree that the following provisions of this Participating Addendum shall apply to any action, purchase or purchase order issued by the State of Connecticut or any of its participating entities.

1. **Scope:** This Participating Addendum ("PA") covers the IT Vendor Managed Services contract led by the State of Connecticut (Contract No. 14PSX0338) for use by state agencies and other entities located in the Participating State/Entity, as provided below. The services are set forth and described on the attached Exhibit 2 (TBD) and related pricing on the attached Exhibit 4 (TBD).
2. **Participation:** Use of NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities authorized by an individual state's statutes to use state/entity contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official. Notwithstanding any provisions in the Contract to the contrary, the following shall apply to this PA:
3. **Primary Contacts:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor:

Name	
Address	
Telephone	
Fax	
E-mail	

Participating Entity

Name	
Address	
Telephone	
Fax	
E-mail	

4. **Subcontractors:** Participating Entity must approve any and all subcontractors utilized by Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state/entity is work conducted on behalf of the Participating Entity and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the Participating Entity deems to be necessary or appropriate.

**RFP 14PSX0338 Attachment 5
PARTICIPATING ADDENDUM
NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM
Information Technology Vendor Managed Service Providers
Administered by the State of Connecticut (hereinafter "Lead State")
CONTRACTOR (hereinafter, "Contractor")
Contract Number:
And
The State of Connecticut
(hereinafter "State", "State of Connecticut" or "Participating Entity")**

Contractor 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 Contractor to DAS upon request. Contractor must provide the majority of services described in the Contract.

5. **Orders:** Any order placed by a Participating state/entity for a product and/or service available from this Contract shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Contract unless the parties to the order agree in writing that another contract or agreement applies to such order. All orders issued by Participating state/entity must include the Lead State Contract No. 14PSX0338.
6. **Taxes:** Notwithstanding anything to the contrary in NASPO Contract No. 14PSX0338 or this PA, all Prices are exclusive of any sales, use, excise taxes, gross receipts in lieu of sales tax, or any other transaction taxes or similar taxes or fees assessed by any taxing jurisdiction (collectively "Sales Taxes"), and Sales Taxes shall be charged separately. Pursuant to Exhibit 1, Section 11 of the NASPO Contract No. 14PSX0338, but notwithstanding anything to the contrary therein, the Participating Entity will provide the Contractor with an acceptable Connecticut sales tax exemption certificate if applicable as well as a multi-jurisdictional exemption certificate, if applicable.
7. **Individual Customer:** Each State agency and political subdivision, as a Participating Entity, that purchases products will be treated as if they were Individual Customers. Except to the extent modified by a Participating Addendum, each agency and political subdivision will be responsible to follow the terms and conditions of the Contract; and they will have the same rights and responsibilities for their purchases as the Lead State has in the Contract. Each agency and political subdivision will be responsible for their own charges, fees, and liabilities. Each agency and political subdivision will have the same rights to any indemnity or to recover any costs allowed in the contract for their purchases. The Contractor will apply the charges to each Participating Entity individually.

This Participating Addendum and the Contract number 14PSX0338 (administered by the State of Connecticut) together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with contrary or in addition to the terms and conditions of this Addendum and the Contract, together with its exhibits, shall not be added to or incorporated into this Addendum or the Contract and its exhibits, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and

**RFP 14PSX0338 Attachment 5
 PARTICIPATING ADDENDUM
 NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM
 Information Technology Vendor Managed Service Providers
 Administered by the State of Connecticut (hereinafter "Lead State")
 CONTRACTOR (hereinafter, "Contractor")**

Contract Number:

And

**The State of Connecticut
 (hereinafter "State", "State of Connecticut" or "Participating Entity")**

conditions of this Addendum and the Contract and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms within the Participating State.

The parties have executed this PA as of the date of the last signature below.

Participating Entity: The State of Connecticut	Contractor:
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Development Coordinator	Tim Hay
Telephone	(503) 428-5705
E-Mail	thay@naspovaluepoint.org

[Please email fully executed PDF copy of this document to PA@naspovaluepoint.org to support documentation of participation and posting in appropriate data bases]

RFP 14PSX0338

IT Vendor Managed Service Providers

Attachment 6

Background Check Requirements

PURPOSE:

To set minimum standards governing background checks for all IT Professional placements under this contract.

Prior to placement, Contractor shall request and receive, minimally, the following Background Checks. An IT Professional shall be deemed not qualified for placement if any one or more Background Checks return contradictory, adverse or undesirable responses.

"Background Checks" refers to all of the following checks: Employment verification, Educational verification, License verification, Tax payment check, Reference check, Past employment check, Criminal history check, Sex Offender Registry check, Court records check, National criminal history database check.

The State may require that the Contractor and Contractor Parties undergo criminal background checks as provided for in the State of Connecticut Department of Emergency Services and Public Protection Administration and Operations Manual or such other State document as governs procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the State and its agents in connection with such background checks.

1. *Employment verification:* (verification should include dates of employment, reasons for leaving, and an explanation for any periods of unemployment.) ensuring that the applicant actually worked:
 - all positions listed on the application/resume that qualify the individual for the position sought; and
 - all employment during a period of at least seven (7) years immediately preceding application.
2. *Employment eligibility check:* verification authorization to work within the United States.
3. *Educational verification:* telephone contact or written verification to ensure that the applicant possesses all educational credentials on application/resume.
4. *License verification:* confirmation that the applicant possesses all the licenses on application/resume or otherwise necessary for position and determining the disposition of any proceedings against the license
5. *Reference check:* contacting the references provided by the applicant.
6. *Past employment check:* interviews with the applicant's past supervisors.
7. *Tax payment check:* verification as to whether an applicant is current in payment of state and/or federal taxes.
8. *Criminal history check:* checking criminal records in jurisdictions where the applicant has lived or worked to determine any criminal history.
9. *Sex Offender Registry.* The Criminal Justice Institute maintains and updates the Sex and Violent Offender Directory database, with information on persons convicted of certain sex and violent crimes.
10. *Court records check:* checking civil and criminal court records in jurisdictions where the applicant has lived or worked to determine any criminal history or civil judgments.
11. *Federal Criminal History Records Information (CHRI) check:* a nationwide criminal history database.



NASPO Cooperative Purchasing Organization, LLC

Cooperative Contract Sales Reporting Data Requirements and Data Format

This is the minimally acceptable reporting requirement for NASPO ValuePoint cooperative contracts. These elements are NOT negotiable. The field size of certain elements may be adjusted, with authorization from NASPO ValuePoint Cooperative Development Team to accommodate differences in the Vendor Contract Number size.

Lead zeros should be avoided if possible. Fields should be right justified. Field with no data should be left blank.

Reports should be submitted in Microsoft Excel 97-13 format or an equivalent approved by the NASPO ValuePoint Cooperative Development Team.

Field Name	COL #	Field Description	Data Type	Field Size
VENDOR NAME	A	Name of Vendor		
VENDOR CONTRACT NUMBER	B	Lead State assigned contract number (using Lead State's numbering protocol)	Alpha Numeric	5
STATE	C	State postal abbreviation code (Alaska = AK, Missouri = MO, etc.)	Alpha Numeric	2
CUSTOMER TYPE (SEGMENT)	D	State Gov't, Education-K12, Education-HED, Local Gov't, Medical, Other - are acceptable segments. [determined by industrial practice for each contract - uniform for each contract]	Alpha Numeric	45
BILL TO NAME	E	Customer (agency) Bill to name	Alpha Numeric	60
BILL TO ADDRESS	F	Customer (agency) Bill to address	Alpha Numeric	40
BILL TO CITY	G	Customer (agency) Bill to city	Alpha Numeric	40
BILL TO ZIPCODE	H	Zip code in standard 5-4 format [standard 5 digits is acceptable, formatted as a zip code]	Alpha Numeric	9
SHIP TO NAME	I	Customer (agency) Ship to name	Alpha Numeric	60
SHIP TO ADDRESS	J	Customer (agency) Ship to address	Alpha Numeric	40
SHIP TO CITY	K	Customer (agency) Ship to city	Alpha Numeric	40
SHIP TO ZIPCODE	L	Zip code in standard 5-4 format [standard 5 digits is acceptable, formatted as a zip code]	Alpha Numeric	9
ORDER NUMBER	M	Vendor assigned order number	Alpha Numeric	20
CUSTOMER PO NUMBER	N	Customer provided Purchase Order Number	Alpha Numeric	20
CUSTOMER NUMBER	O	Vendor assigned account number for the purchasing entity	Alpha Numeric	20
ORDER TYPE	P	Sales order, Credit/Return, Upgrade/Downgrade, etc. [determined by industrial practice for each contract - uniform for each contract]	Alpha Numeric	35
PO DATE (ORDER DATE)	Q	(mm/dd/ccyy)	Numeric	8
SHIP DATE	R	(mm/dd/ccyy)	Numeric	8
INVOICE DATE	S	(mm/dd/ccyy)	Numeric	8
INVOICE NUMBER	T	Vendor assigned Invoice Number	Alpha Numeric	20
PRODUCT NUMBER	U	Product number of purchased product	Alpha Numeric	25
PRODUCT DESCRIPTION	V	Product description of purchased product	Alpha Numeric	60
UNSPSC	W	Commodity-level code based on UNSPSC code rules	Alpha Numeric	8
LIST PRICE/MSRP/CATALOG PRICE	X	List Price - US Currency (\$9999.999) [determined by industrial practice for each contract - uniform for each contract]	Numeric	10
UNIT PRICE	Y	Unit Price - US Currency (\$9999.999)	Numeric	10
QUANTITY	Z	Quantity Invoiced (99999.999)	Numeric	11
TOTAL PRICE	AA	Extended Price (unit price multiplied by the quantity invoiced) - US Currency (\$99999999.999)	Numeric	13
NASPO VALUEPOINT ADMIN FEE	AB	Administrative Fee based on Total Price - US Currency (\$999999.999)	Numeric	13
VAR/Reseller/Distributor	AC	If a VAR/Reseller/Distributor, name of VAR/Reseller/Distributor and state where located (may be a code with a cross reference sheet provided)	Alpha Numeric	30
Energy Star Compliant	AD	Yes = 1 No = 2 Energy Star Does not Apply = 0	Numeric	1
EPEAT Compliant	AE	Gold = 1 Silver = 2 Bronze = 3 EPEAT Does not Apply = 0	Numeric	1
Optional	AF		Alpha Numeric	60
Optional		[ADDITIONAL OPTIONAL COLUMNS MAY BE ADDED BASED ON APPROVAL FROM WNCDT]	Alpha Numeric	60

State Position Title		2013	2014	2015	2016 (to date)
IN	Application Developer / Associate		2,931	3,259	
IN	Application Developer / Intermediate		4,756	4,887	
IN	Application Developer / Senior		30,518	32,986	
IN	Application Systems Analyst/Programmer / Associate		1,759	1,625	
IN	Application Systems Analyst/Programmer / Intermediate		10,723	9,662	
IN	Application Systems Analyst/Programmer / Senior		74,247	80,622	
IN	Application Systems Analyst/Programmer / Specialist		68,945	71,622	
IN	Application Systems Analyst/Programmer / Supervisor		2,305	2,415	
IN	Business Analyst / Associate		3,560	3,745	
IN	Business Analyst / Intermediate		6,502	8,532	
IN	Business Analyst / Senior		5,218	4,083	
IN	Business Systems Consultant / Associate		4,299	2,597	
IN	Business Systems Consultant / Intermediate		18,387	17,155	
IN	Business Systems Consultant / Manager		0	1,038	
IN	Business Systems Consultant / Senior		17,125	20,343	
IN	Data Administrator		1,148	3,097	
IN	Data Architect		9,227	10,439	
IN	Data Processing Operator		0	1,275	
IN	Data Warehousing Analyst		3,481	1,545	
IN	Database Administrator / Senior		965	0	
IN	Database Analyst / Associate		0	1,288	
IN	Database Analyst / Intermediate		3,286	4,109	
IN	Database Analyst / Senior		3,982	4,192	
IN	Database Manager / Administrator		928	2,781	
IN	Designer		51	0	
IN	ECM Administrator / Senior		0	321	
IN	Financial Analyst		63	0	
IN	Geospatial Data Analyst		1,962	9	
IN	Help Desk Coordinator / Intermediate		2,719	1,905	
IN	Help Desk Service Specialist / Intermediate		2,114	4,872	
IN	Help Desk Service Specialist / Senior		0	956	
IN	Information Security Analyst		3,240	1,976	
IN	Information Security Analyst / Senior		11,483	11,666	
IN	Information Systems Auditor / Associate		3,159	612	
IN	LAN Administrator / Associate		6,156	9,831	
IN	LAN Administrator / Intermediate		5,004	5,909	
IN	LAN Administrator / Senior		2,170	2,164	
IN	Lombardi/BPM Developer		1,790	1,752	
IN	Network Engineer / Intermediate		4,249	5,830	
IN	Oracle DBA		2,445	1,898	
IN	Oracle Financials		6,529	7,799	

State Position Title		2013	2014	2015	2016 (to date)
IN	PeopleSoft Functional Analyst		11,186	10,963	
IN	Program Systems Consultant		1,785	1,735	
IN	Project Manager / Associate		0	249	
IN	Project Manager / Intermediate		6,939	1,483	
IN	Project Manager / Senior		19,436	20,481	
IN	Project Manager / Specialist		1,017	13,524	
IN	Quality Assurance Analyst		7,418	10,259	
IN	Quality Assurance Analyst / Senior		18,609	21,042	
IN	Senior Data Analyst		448	4,060	
IN	SharePoint Developer		3,978	4,390	
IN	Sourcer		1,147	509	
IN	Systems Administrator / Associate		24	2,706	
IN	Systems Administrator / Intermediate		6,155	15,543	
IN	Systems Administrator / Senior		10,316	11,723	
IN	Systems Architect		410	0	
IN	Systems Architect / Specialist		5,270	8,128	
IN	Technical Writer / Senior		86	79	
IN	Web Designer		106	213	
CT	Application Developer	641	1,263		
CT	Business Analysis				40
CT	Business Analyst 1	7,385	6,621	7,535	5,523
CT	Business Analyst 2	21,392	32,542	38,331	21,215
CT	DBA Admin-Tech Analyst 3	1,471			
CT	Enterprise Architect	2,746	4,274	6,739	3,471
CT	Graphic Artist	253		1,250	600
CT	Project Administrator	1,082			
CT	Project Controller	619	619	1,128	2,438
CT	Program Manager	1,594	7,716	3,600	1,438
CT	Project Manager 1	4,932	5,336	3,557	3,557
CT	Project Manager 2	9,470	16,667	14,891	11,607
CT	Project Manager 3	21,887	30,677	37,394	25,147
CT	Quality Assurance				272
CT	Quality Assurance Testing Manager	513			
CT	SAS Business Intelligence Dev.		1,132	1,048	
CT	Senior .NET/Java Developer		202	815	
CT	Senior PeopleSoft HRMS Functional Consultant			183	
CT	Software Engineer 2	40,710	52,471	59,573	42,922
CT	Software Engineer 2.3		12		
CT	Software Engineer 3	54,795	89,024	87,927	51,843
CT	Software Engineer 4	25,401	13,529	9,818	5,715
CT	Solutions Architect	5,965	12,089	13,559	8,595

State Position Title		2013	2014	2015	2016 (to date)
CT	System Engineer 1	818	2,335	3,431	2,440
CT	System Engineer 2	12,706	13,794	14,686	13,401
CT	System Engineer 3	6,813	0	0	0
CT	Systems Analyst		456	367	
CT	Systems Engineer 1	3,897	8,305	11,354	5,232
CT	Systems Engineer 2	3,849	4,399	5,427	2,393
CT	Systems Engineer 3	3,771	5,593	8,601	2,370
CT	Systems Engineer 4	1,321			
CT	Technical Writer	4,069	6,817	7,162	2,883