



## STATE OF MAINE REQUEST FOR PROPOSALS AMENDMENT

<b>RFP NUMBER AND TITLE:</b>	201405744 - Off-Site Electronic Media Storage and Transport Services
<b>RFP AMENDMENT NUMBER:</b>	#1 – Amendments and Submitted Questions & Answers
<b>AMENDMENT DATE:</b>	05/27/2014
<b>PROPOSAL DUE DATE:</b>	06/04/2014 2:00 p.m.
<b>RFP ISSUED BY:</b>	State of Maine, Department of Administrative & Financial Services – Office of Information Technology
<b>PROPOSALS DUE TO:</b>	Division of Purchases Burton M. Cross Building, 4 <sup>th</sup> Floor 111 Sewall Street 9 State House Station Augusta, ME 04333-0009

### **DESCRIPTION OF CHANGES TO RFP:**

Amending the Cost Proposal sections of the RFP

### **REVISED LANGUAGE IN RFP:**

**Revision #1 - Section V Cost Proposal (pages 14 and 15 of RFP# 201405744) has been amended to read as follows:**

#### **Section V Cost Proposal**

##### **5.1 General Instructions**

- The Bidder must submit a cost proposal showing all anticipated expenses for the entire period of the contract, including any optional renewal periods. Please use the expected contract start date of 10/1/2014 and an end date of 06/30/2020 in preparing this section.
- The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms & conditions and RFP requirements.
- The amounts that represent the Bidder’s “Total Annual Cost” for services (Appendix B) shall be inclusive of any and all tax liability (including federal, state, local, and other).
- The Bidder is allowed, and encouraged, to modify the Cost Proposal Form (Appendix B) so as to provide detailed information which falls under either “Other Monthly Fees” or “Other Annual Fess”, if applicable.
- Failure to provide the requested information, and to follow the required cost proposal format provided in Appendix B, will result in the exclusion of the proposal from consideration.
- No costs related to the preparation of the proposal for this RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

- 5.2 Budget Narrative:** The Bidder is to include a brief budget narrative to explain the basis for determining the expenses submitted on each “Cost Proposal Form” in Appendix B. Budget narrative must include information pertaining to “Other Monthly Fees” and “Other Annual Fees”, if identified, on the Cost Proposal Form. (Please note: The budget narrative will not count against the narrative page limited stated in PART IV, Section A., subsection 3.)

**Revision #2 - 3. Scoring the Cost Proposal (top of page 17 of RFP# 201405744) has been amended to read as follows:**

- 3. Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal/Cost of proposal being scored) x 25 = pro-rated score

The submitted Cost for each proposal will be the sum of the “Total Nine Month Cost” and the “Total Annual Cost” on all submitted Cost Proposal Forms (Appendix B).

The remaining 5 points allocated to the Cost Proposal will be used to evaluate the responsiveness of the narrative material and supporting documentation contained with this section including: accuracy and reasonableness (assumptions used in calculating the costs), budget and financial stability.

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

**Revision #3 – PART VII – APPENDICES (pages 20-22; Appendix A & B) has been amended to read as follows:**

**PART VII APPENDICES**  
**Appendix A - Proposal Cover Page**

**STATE OF MAINE**  
**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**  
**PROPOSAL COVER PAGE**

**RFP# 201405744**  
**Off-Site Electronic Media Storage and Transport Services**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost (The combined sum of all Cost Proposal Forms):	\$
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal, and the pricing structure contained herein, will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

*To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name and Title (Typed)

### Debarment, Performance, and Non-Collusion Certification

*By signing this document I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

*To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

Name:	Title:
Authorized Signature:	Date:

## Appendix B - Cost Proposal Form

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
COST PROPOSAL FORM**

**RFP# 201405744  
Off-Site Electronic Media Storage and Transport Services**

Bidder's Organization Name: \_\_\_\_\_

Using rates proposed, complete the following cost proposal form for the 9 month period of 10/1/14 to 6/30/15:

Description	Quantity	Unit Cost	Total Cost
<u>Transport</u> (est. monthly quantity)			
Standard Transports	15	\$	\$
Special Transports	2	\$	\$
<u>Movement</u> (est. monthly quantity)			
Individual tapes sent to Augusta	928	\$	\$
Individual tapes sent to offsite	846	\$	\$
Containers sent to Augusta (stored as containers)	9	\$	\$
Containers sent to offsite (stored as containers)	10	\$	\$
Documents sent to Augusta from file cabinet	9	\$	\$
Documents sent to offsite to file cabinet	8	\$	\$
<u>Storage</u> (est. monthly quantity)			
Individual tapes stored at offsite location that month	15,500	\$	\$
Small containers that month (10 or less tapes)	21	\$	\$
Medium containers that month (20 to 11 tapes)	32	\$	\$
Large containers that month (50 to 21 tapes)	22	\$	\$
4 draw file cabinet for paper storage	1	\$	\$
Other Monthly Fees (if applicable – as needed, add columns to identify each fee individually):			\$
<u>TOTAL MONTHLY COST</u>			\$
Multiply "Total Monthly Cost" by twelve to determine yearly costs			x9
<u>TOTAL MONTHLY COSTS OVER THE 9 MONTH PERIOD</u>			\$
Other Annual Fees (if applicable – as needed, add columns to identify each fee individually):			\$
<b><u>TOTAL NINE MONTH COST</u></b>			<b>\$</b>

**STATE OF MAINE**  
**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**  
**COST PROPOSAL FORM**

**RFP# 201405744**

**Off-Site Electronic Media Storage and Transport Services**

Bidder's Organization Name: \_\_\_\_\_

Using rates proposed, complete a separate cost proposal form for **each** period identified below and check appropriate box for which the form represents:

- 7/1/2015 to 6/30/2016                     
 7/1/2016 to 6/30/2017                     
 7/1/2017 to 6/30/2018  
 1<sup>st</sup> Renewal Period 7/1/2018 to 6/30/2019                     
 2<sup>nd</sup> Renewal Period 7/1/2019 to 6/30/2020

Description	Quantity	Unit Cost	Total Cost
<u>Transport</u> (est. monthly quantity)			
Standard Transports	21	\$	\$
Special Transports	2	\$	\$
<u>Movement</u> (est. monthly quantity)			
Individual tapes sent to Augusta	1,228	\$	\$
Individual tapes sent to offsite	1,146	\$	\$
Containers sent to Augusta (stored as containers)	11	\$	\$
Containers sent to offsite (stored as containers)	13	\$	\$
Documents sent to Augusta from file cabinet	12	\$	\$
Documents sent to offsite to file cabinet	10	\$	\$
<u>Storage</u> (est. monthly quantity)			
Individual tapes stored at offsite location that month	21,500	\$	\$
Small containers that month (10 or less tapes)	28	\$	\$
Medium containers that month (20 to 11 tapes)	42	\$	\$
Large containers that month (50 to 21 tapes)	30	\$	\$
4 draw file cabinet for paper storage	1	\$	\$
Other Monthly Fees (if applicable – as needed, add columns to identify each fee individually):			\$
<b><u>TOTAL MONTHLY COST</u></b>			\$
Multiply "Total Monthly Cost" by twelve to determine yearly costs			x12
<b><u>TOTAL MONTHLY COSTS OVER 1 YEAR PERIOD</u></b>			\$
Other Annual Fees (if applicable – as needed, add columns to identify each fee individually):			\$
<b><u>TOTAL ANNUAL COST</u></b>			<b>\$</b>

Provided below are the answers to the questions that were received from interested offerors on or before May 16<sup>th</sup>, 2014, 5:00 p.m.

Question #	Question	Answer
1	Are we allowed to increase prices over the term on the contract if we specify the increase?	Please refer to the amendments to the cost section stated above.
2	If answer to Q1 is yes, Should these increases be reflected in our response by Renewal Period?	Please refer to the amendments to the cost section stated above.
3	Will you consider a company for the RFP business if they have some, limited exceptions to your RFP terms and conditions?	Bidders are to determine how to respond to the requirements set forth in the RFP.
4	What information do you require in the security reports? (Section 3.E Scope of Services)	We require security reports on all user IDs that have been setup for State employees which include all access rights they have assigned and their current status.
5	Is the requirement for 4.D for slotted tapes?	Yes, this would include slotted tapes.
6	Is this a new process described in 4.E? We are the incumbent vendor and do not currently use this process.	4.E is a mandatory requirement of this RFP.
7	Would you please provide the Internal Revenue Service referenced in 4.F and any other security requirements you want vendors to agree to, so vendors can review them?	IRS 1075 ( <a href="http://www.irs.gov/pub/irs-pdf/p1075.pdf">http://www.irs.gov/pub/irs-pdf/p1075.pdf</a> ). More specifically, Media (Section 4.6, p.21) and Destruction (Section 8.3, p. 41-42)
8	Would you please provide IRS Exhibit 7 referenced in 4.G to all vendors to allow them to review to see if they can agree to include this language in a contract, if awarded the business.	IRS Exhibit 7 has been added to the RFP# 201401667 website: <a href="http://www.maine.gov/oit/vendor/documents/irs_exhibit7.pdf">http://www.maine.gov/oit/vendor/documents/irs_exhibit7.pdf</a>
9	Is it okay with the State of Maine to include an additional pricing document providing more details as an Appendix, along with completing the	Please refer to the amendments to the cost section stated above.

	required Appendix B – Cost Proposal (on page 22)?	
10	<b>Part II #1.B</b> How frequent are same day delivery requests?	Most working days the standard once-a-day runner has tapes to transport.
11	What is the make/model of typical data tapes utilized?	Maxell LTO-3 and LTO-4
12	<b>Part II #1.C &amp; #2.B</b> Does the Dept. require specific environmental controls for these tapes or just manufacturer/industry standards?	Manufacture/industry standards.
13	<b>Part II #1F</b> Is there a specific lockable collection container you currently use or require? Manufacturer, make, model?	No specific manufacturer or make – please refer to sections 1H & 1J in PART II of the RFP.
14	<b>Part II #2.N</b> Details of State of Maine’s barcode on each tape? (To ensure we can scan them)	Below is a sample scan of our Barcode labels: 
15	<b>Part II #4.C</b> Is there a formal federal training for handling FTI data or will an in-house program suffice?	There is a formal federal online training. Information and link will be sent by the Department to the awarded vendor.
16	<b>Part II #4.E</b> Fingerprinting: Employees directly handling tapes or all RMC staff within the facility?	The background check requirement applies only to those individuals tasked with handling of the backup media and anyone having unescorted access to areas where the media is stored.
17	<b>Part II #4.F</b> Please send and/or detail IRS, MRS, Office of IT information disclosure and security requirements.	IRS 1075 ( <a href="http://www.irs.gov/pub/irs-pdf/p1075.pdf">http://www.irs.gov/pub/irs-pdf/p1075.pdf</a> ). More specifically, Media (Section 4.6, p.21) and Destruction (Section 8.3, p. 41-42)
18	Will confidential certified tape destruction be required?	These services are not part of this RFP. Therefore, the awarded vendor will not be responsible for the destruction of tapes.