

AMENDMENT 3

**Request for Proposal (RFP)
UOG RFP No. P24-08**

Date Issued: July 8, 2024

“IDIQ MICROSOFT EDUCATIONAL SUBSCRIPTION LICENSES”

This is to notify all prospective offerors of the following amendment set forth below:

- 1.1 Question and Answer Sheet 2 set forth in as attached.**
- 1.2 REVISED: RFP Registration Receipt for Offeror's Sealed Technical Proposal references RFP No. P24-08 Request for Proposal for Indefinite Delivery/ Indefinite Microsoft Educational Subscription Licenses set forth in as attached.**
- 1.3 REVISED: RFP-P-02 FORM – Price Quote Offer for UOG RFP P24-08 set forth in as attached.**

All other terms and conditions remain the same.



Abigail Martin
Comptroller

Please acknowledge receipt and return by email to uog.bids@triton.uog.edu:

Name of company: _____

Print Name/Signature/Date

QUESTION & ANSWER SHEET NO.2

July 8, 2024

In response to the written “Questions” and/or ‘Request for Clarifications’ UOG received as of July 3, 2024 @ 3:38 pm from vendor: **Data Management Resources, LLC.**

Question 1: Item 12 on page 9 of the RFP states: "GENERAL INTENTION. It is the declared and acknowledged intention and meaning that the Offeror provides the University with a building that meets all conditions of an Occupancy Permit and that all materials, supplies, or equipment completely assembled, and ready for use." Please clarify how this guideline is applicable to this RFP.

Answer: **UOG: It does not apply to this RFP. It should read as follows:**

Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and Conditions for the offeror to provide University of Guam with specified services.

Question 2: Item 28 on page 12 of the RFP indicates that Automobile/Vehicle Insurance, General Commercial Liability, Professional Liability, Property, and Workers' Compensation Insurance are required items for this REP. Please provide the procurement reference or regulation that requires these policy types for an RFP for subscription licenses.

Answer: **UOG: It does not apply and therefore stricken from this RFP.**

Question 3: Item 14 on page 15 of the RFP indicates "SCOPE OF WORK MODIFICATIONS. UOG reserves the right to request changes to the staffing or scope of services contained in any of the proposals submitted in response to this solicitation and to have discussions with Offeror regarding their proposal." At what stage(s) of the RFP procurement process can UOG request that the Offeror change its scope of services?

Answer: **UOG: During the beginning stages.**

Question 4: There are conflicting references in the RFP for the number of physical proposal copies required to be submitted by the offeror. Please clarify the number of physical copies required to be delivered in addition to the original proposal submission.

Answer: **UOG: We will take one original proposal submission hard copy for this RFP and one electronic copy via Bid Share Folder.**

Question 5: Item 28 on page 20 of the RFP indicates "All invoices will be subject to a ten percent (10%) retention. Invoices for Roof lining services do not have that withholding. The retention will be paid sixty (60) Calendar Days after the completion of the contract “. Retention is typically applicable to construction projects. Please provide the UOG procurement regulation/reference that applies retention to software purchases.

Answer: **UOG: Item 28: INVOICING AND PAYMENT TERMS & CONDITIONS should read as follows:**

All invoices shall include supporting documents (i.e., timesheets, consumable listings). All invoices & supporting documents must be reviewed and approved by UOG’s Office of Information Technology Director and will be paid using a method mutually agreed upon by UOG and the vendor.

Question 6: Item 31 on page 20 of the RFP references a "Total Agreed-upon Guaranteed Maximum Price." This is an Indefinite Delivery/Indefinite Quantity RFP. How will the maximum amount be determined for the IDIQ contract?

Answer: UOG: Item 31 NEGOTIATION AND AWARD (part B) should read as follows: If compensation, contract requirements, and the contract documents can be agreed upon with the best qualified Offeror, the contract shall be finalized at a Mutually Agreed upon Price per license & required services.

Question 7: Item 3 on page 21 of the RFP references "DESCRIPTION OF ROOF LINING SERVICES IMPLEMENTATION CRITERIA." Please confirm or clarify this heading.

Answer: UOG: Item 3 should read as follows: “DESCRIPTION OF IDIQ MICROSOFT EDUCATIONAL SUBSCRIPTION LICENSES” CRITERIA

Question 8: Item 4.E on page 21 of the RFP references "construction site" and "construction work." Please clarify if Item 4.E on page 21 of the RFP is applicable to this project and if it should be stricken from the RFP.

Answer: UOG: This section does not apply to this RFP and should read as follows: UOG’s Chief Information Officer will be the President’s representative.

Question 9: Page 25 of the RFP indicates "List Joint Venture Team." What does Joint Venture I earn refer to? Please clarify what information is required in this listing.

Answer: UOG: This does not apply and is stricken from this RFP.

Question 10: Page 25 of the RFP indicates "Principal and alternate contacts with the University of Guam." Please clarify, is "Principal" contact the Offeror's authorized contact for contract administration?

Answer: UOG: Yes, this is the Offeror’s Contact for Contract Administration.

Question 11: Page 25 of the RFP indicates "Principal and alternate contacts with the University of Guam." Please clarify, is the 1st Alternate and 2nd Alternate contact expected to be the Offeror's authorized alternate contact for contract administration?

Answer: UOG: Yes, this is the Offeror’s authorized alternate Contact for Contract Administration.

Question 12: Page 25 of the RFP indicates "Principal and alternate contacts with the University of Guam." Please clarify, what information is expected for contacts for Consultant 1 through Consultant 4?

Answer: UOG: These are considered optional additional alternatives.

Question 13: Page 29 of RFP indicates in red "(Working draft, for Information Only)." Please clarify if page 29 is applicable to the RFP or if it should be stricken from the RFP.

Answer: UOG: This is the Scope of Work for this RFP. The words “Working Draft” are stricken from this heading.

Question 14: Page 29 of the RFP indicates “The successful bidder will deliver the Microsoft Education licenses no later than July 15, 2024.” Timeline on page 22 of RFP indicates that Proposals to be opened seven (7) business days after deadline Based on the current RFP deadline of July 8, 2024, for proposal submissions, proposals will not be opened until July 17, 2024. What is UOG's expected timeline for completion of cost negotiations and award of contract?

Answer: UOG: Technical Proposal Submissions are opened and evaluated within 7 business days, UOG expects the completion of cost negotiations and award of contract by next week.

Question 15: What is the delivery deadline for the initial purchase quantity for this IDIQ contract?

Answer: UOG is looking to complete the transition to the new licenses before Microsoft’s August 1, 2024 retirement of Microsoft’s Education A1 plus.

Question 16: Please clarify what is meant by "license and title changes" referenced in Vendor Requirements on page 29 of the RFP.

Answer: UOG clarifies that any changes in the license and title of the licenses are the vendor’s responsibility.

For example, the vendor would change a user’s license from an “Academic Office 365 A1 Plus license” to an “Academic Office 365 A1 license.”

Question 17: Page 45 of the RFP Registration Receipt for Offeror's Sealed Technical Proposal references RFP No. P24-06 Request for Proposal for Indefinite Delivery/ Indefinite Quantity Roof Lining Services Application. Please provide a revised Registration Receipt relative to this RFP.

Answer: UOG: This should read as follows: RFP Registration Receipt for Offeror's Sealed Technical Proposal references RFP No. P24-08 Request for Proposal for Indefinite Delivery/ Indefinite Microsoft Educational Subscription Licenses.

It is set forth in as attached.

Question 18: Page 29 of the RFP lists services to be performed by the successful bidder in Scope section, Items 3 and 4. Page 47 of the RFP lists Specific deliverables a) through c), and As-need deliverables d), which do not reference any services Please clarify, are services required for this RFP? If so, please list the service deliverables to be provided in addition to the deliverables listed on Page 47 of the RFP.

Answer: UOG: This should read as follows:

1. Subscription Educational licenses

- a) Office 365 A3
 - Student licenses - Quantity: 2,200 each
 - Teacher, Faculty, and Staff licenses - Quantity: 1,345 each
- b) Office 365 A5
 - Teacher, Faculty, and Staff licenses - Quantity: 15 each
- c) Microsoft 365 A3
 - Teacher, Faculty, and Staff licenses - Quantity: 5 each

2. The successful bidder will deliver the Microsoft for Education licenses no later than July 24, 2024.
3. The successful bidder with update UOG user tenants with the new licenses. UOG will provide a delimited file for updating.
4. The successful bidder will develop, provide, and train UOG with a script for future mass updating of UOG user tenants. Training will be recorded.

The successful bidder will provide all licenses to the University of Guam tenants.

Question 19: Form RFP-P-02 on Page 51 of the RFP references UOG RFP P24-06 and includes references pertaining to a construction project. Please provide a revised form applicable to REP P24-08.

Answer: UOG: Please see revised form set forth as attached.

Question 20: Page 53 of the RFP indicates "Price Quote Offer (two response types)." Please clarify, what does "two response types" refer to?

Answer: UOG: This does not apply and is stricken from this RFP

Question 21: What is the billing address of UOG's current Microsoft for Education Office 365 tenants as listed in the Microsoft 365 Admin Center?

Answer: UOG: The billing address listed on UOG's Microsoft Admin Center is:
University of Guam
303 University Drive, UOG Station
Computer Center, Room 104
Redmond WA 98052
United States

Question 22: Item 3 on page 29 of the REP indicates "The successful bidder with update UOG user tenants with the new licenses. UOG will provide a delimited file for updating." Please clarify, is UOG requiring the successful bidder to manage the creation and update of user accounts on UOG's Microsoft for Education Office 365 tenants for the duration of the contract period?

Answer: UOG is requiring the bidder to make the updates of user accounts in the two tenants prior to Microsoft's August 1, 2024, retirement of Microsoft's Education A1 plus and as needed for additional licensing after the initial purchase.

Question 23: Item 4 on page 29 of the RFP, Item 4, references "script for future mass updating of UOG user tenants." Please specify what updates are expected to be executed through the script.

Answer: UOG: Script is to be able to mass update users of UOG tenants for license changes after the initial migration.

Question 24: Please provide a quantity breakdown of existing licenses per tenant covered under this RFP.

Answer: UOG: Existing Licenses:

<u>Product Title</u>	<u>Total Licenses</u>
Office 365 A1 Plus for students	Unlimited
Office 365 A1 for faculty	Unlimited
Office 365 A1 for students	Unlimited
Office 365 A3 for faculty	38
Office 365 A5 for faculty	10

Question 25: Are the licenses requested net new or are they to be applied to existing users?

Answer: UOG: They are to be applied to existing users and any new identified users during the contract period.

Question 26: Page 42 of the RFP indicates, "Primary consideration will be given to technical factors, rather than cost or price. It is pointed out. however. that should technical competence between Offerors be considered approximately the same, then cost or price could be paramount." Page 11 of the RFP indicates "UOG shall negotiate a contract with the best qualified Offeror for the required services at compensation determined in writing to be fair and reasonable by UOG." RFP further specifies on page 52 that "The Proposal Price Offers will only be opened for the top ranked Offeror." The scoring table on page 48 of the RFP does not indicate price as a factor in determining the best qualified Offeror. In light of the RFP procurement steps outlined in the RFP, please clarify how cost or price will factor into determining the best qualified Offeror.

Answer: UOG: Cost or Price will not factor into determining the best qualified Offeror. Primary consideration will be given to technical factors and be evaluated by the scoring table on page 48.

Question 27: What is the funding source for this RFP?

Answer: UOG: Local Funds

Question 28: Relative to RFP-P-03 Price Schedule form on page 52 of the RFP, references "No. 2 Consultants." Please clarify the descriptions and unit of measure for Consultant 1 and Consultant 2 subitems as they pertain to RFP deliverables.

Answer: UOG: Price should be based on the service that is being requested for the migration and the script. UOG is looking for the cost for these 2 services as identified in the scope of work.

Question 29: Should UOG responses require further clarification for RFP requirements clarity, will UOG accept follow-up questions to UOG responses?

Answer: UOG: Please reference Amendment 2:

the last day for UOG to accept WRITTEN QUESTIONS and/or CLARIFICATIONS is three (3) business days BEFORE the proposal submission deadline Tuesday, July 9, 2024.

RFP-T-03 Cover sheet - Separately Sealed Offeror's Technical Proposal

Instructions

The RFP submission should consist of the two (2) internal portions:

- PART 1 is the Proposal Offer with the Technical Qualification information; the original and two (2) copies.
- PART 2 is the separately sealed (envelope or box) containing your Price Proposal Offer.

Hard Copy Proposal Offer – Fill-in the requested information and tape it to the sealed pouch envelope or box. There should only be one (1) cover sheet (like the one below) when submitting the entire packet.

Electronically Proposal Offer – Copy, paste and fill-in the requested information in proposal.

When delivering the RFP Submission packet to UOG's Procurement Office – ensure that the form below is stamped "received" by a staff member at the UOG Procurement Office on, or before, the deadline.

Registration Receipt for Offeror's Sealed Technical Proposal

RFP Proposal Submission for RFP No. P24-08

**Request for Proposal for Indefinite Delivery / Indefinite Quantity
Microsoft Educational Subscription Licenses**

Received by the UOG Consolidated Procurement Office on:

Date: ____ / ____ / ____

Time: _____ AM / PM

UOG Official: _____

Proposal Submission from:

Name of Offeror: _____

Company Name: _____

Offeror's Address: _____

Offeror's Phone Number: _____

Company Contract Person(s): _____

Contact Numbers: _____

Proposal Delivered by:

Name of Delivery Person: _____

RFP-P-02 Form - Price Quote Offer for UOG RFP P24-08

(Form required to be part of Offeror's Price Proposal)

Proposal of _____ (hereinafter called "OFFEROR"), organized and existing under the laws of the State/Territory of _____ doing business as _____*. To the _____ (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, OFFEROR hereby proposes to perform all WORK for the construction of _____ in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each OFFEROR certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other OFFEROR or with any competitor.

OFFEROR hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within _____ consecutive Calendar Days thereafter. OFFEROR further agrees to pay as liquidated damages, the sum of \$ _____ for each consecutive Calendar Day thereafter as provided in the General Conditions.

OFFEROR acknowledges receipt of the following ADDENDUM(S):

* Insert "a corporation", "a partnership", or "an individual" as applicable.

OFFEROR agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sum: