STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
25 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6398

ADDENDUM # 2 TO BID INVITATION #1685-15

DATE OF BID OPENING: 12/5/14 TIME OF BID OPENING: 1:30 PM

FOR: Advanced Temporary Technical Services DATE POSTED: 11/21/14

Clarifications:

1. Do you have a version of the bid that can be edited so we can complete it digitally? **I will attach a Word version of the RFP to the addendum.**

Below are questions we have regarding this RFP:

2. On page 6, under "References", does the State mean "contract staffing services" where it currently says "training services"? **Yes:**
Currently Reads As:

REFERENCES
Vendors must provide a minimum of three (3) references as follows for training services of the types listed in this RFP. Include the organization name, contact person and all contact information.

Change To Read As:

REFERENCES
Vendors must provide a minimum of three (3) references as follows for advanced technical services of the types listed in this RFP. Include the organization name, contact person and all contact information.

3. Is there a page limitation on the total proposal length? **No**

4. What is historical spend for FFPs and SOW work at the State over the last 3 years? Is this information broken down by the service categories under "General Requirements and Deliverables" on page 6? **The historical spend against the current Contracts is $750,000.00, it is not broken down by the categories listed on page 6 of the RFP.**

5. Is there a separate contract/mechanism for time and materials contracts for Advanced or other Temporary Technical Services? **There is not another contract for time and material requirements. Projects quoted through the awarded contracts will be quoted on a firm fixed price.**

6. Are all changes in scope/methodology covered under Section 7. Change Orders on page 16? **Section 7 outlines the process the State uses to review requested changes by the State and/or Contractor.**

7. What is the dispute resolution process for deliverables under each FFP/SOW? **Deliverables shall be defined in the individual SOW's, any dispute will be governed by:**

Dispute Resolution

Prior to the filing of any formal proceedings with respect to a dispute (other than an action seeking injunctive relief with respect to intellectual property rights or Confidential Information), the party believing itself aggrieved (the "Invoking Party") shall call for progressive management involvement in the dispute negotiation by written notice to the other party. Such notice shall be without prejudice to the Invoking Party's right to any other remedy permitted under the Contract.

The parties shall use reasonable efforts to arrange personal meetings and/or telephone conferences as needed, at mutually convenient times and places, between negotiators for the parties at the following successive management levels, each of which shall have a period of allotted time as specified below in which to attempt to resolve the dispute:

Dispute Resolution Responsibility and Schedule Table

LEVEL	<CONTRACTOR>	STATE	CUMULATIVE ALLOTTED TIME
Primary	<NAME> <TITLE>	State Project Manager (PM)	5 Business Days
First	<NAME> <TITLE>	Paul Rhodes Contract Manger,	10 Business Days
Second	<NAME> <TITLE>	Lisa Pollard Director, Dept. of Admin. Services	10 Business Days
Third	<NAME> <TITLE>	Linda Hodgdon Commissioner, Dept. of Admin. Services	15 Business Days

8. What, if any, retainage or hold-back mechanisms is the State considering for deliverables and invoicing under this contract? **That will be detailed in each individual SOW.**

9. Are there any diversity or local business requirements or aspirational goals for subcontracting under this contract? **No, New Hampshire has no preference requirements.**

10. What happens in the event that an agency does not pay a valid invoice within the 30 day period? **Payable disputes shall be handled by each individual end user/agency's Accounts Payable department.**

11. Is this a new contract or a re-bid of an existing contract? If the latter, can the State share the names of the companies on the current contract? **This is a new RFP for the replacement of expiring Contracts. The Current State of New Hampshire Contractors are 22nd Century Staffing and Abacus Services.** http://www.admin.state.nh.us/purchasing/Contracts_posteddte.asp?sort=cna

12. Page 5, Award: Would the State be open to awarding more than four contracts in order to increase competition on future projects? **No, the State will only award up to four (4) contracts.**

13. Page 6, General Requirements and Deliverables: Is it acceptable to propose on a sub-set of the service areas? **No, the entire range listed under General Requirements and Deliverables must be proposed using vendor or sub-contractor resources.**

14. Will proposers be evaluated based on the breadth of service areas they provide or the depth of experience in specific service areas, or both? **The State shall evaluate proposals on both criteria.**

15. The list of services described on page 6 under General Requirements and Deliverables is broader than the list provided on pages 7-8 under Types of Services. Please confirm that services such as project management, business process analysis, and requirements development are types of services to be procured under this contract. **Yes, those types of services may be required under this RFP, but Contracts shall be awarded to vendors meeting the full requirements of this RFP.**

16. Most of the proficiency categories listed in the pricing chart on pages 9-10 are for technical and software development skills, whereas several of the service categories listed in the General Requirements and Deliverables section on page 6 are focused on more traditional consulting skills such as project management, business process analysis, and requirements development. Will this contract be used for procuring traditional consulting services? **Traditional consulting services may be required as part of a complete solution to a project that mainly involves IT technical service skills. The intent of this RFP is to procure services needed to complete a mainly IT technical service team.**

17.

Source Information	Question
General	Does the State have a preferred proposal format, (e.g. a particular set of headings, headings order, page limits, etc.)? **Headings shall include the items listed starting on page 8 and include the Pricing Chart on pages 9-10, vendor contact information, and the transmittal page.**
Key Personnel	Does the State wish to review resumes for proposed Key Personnel? **For response to RFP resumes are not required. For awarded Contracts resumes will be required for RFQ responses.**
Contractor Staff, Page 6 of the RFP	Does the State wish to see Contractor Staff resumes with the RFP submittal? **For response to RFP resumes are not required. For awarded Contracts resumes will be required for RFQ responses.**
Onsite Contractors	Will onsite contractors be provided with reasonable office accommodations including parking, network access, desk space, computers, etc.? **See page 19 item 11.**
Onsite Contractors	Will suppliers be required to provide office resources and materials to onsite contractors? **See page 19 item 11.**
Onsite Contractors	What are the addresses of the onsite location(s) proposed within this RFP? **Locations could be anywhere in the State of New Hampshire.**
Onsite Contractors	Does the State wish to see pricing models for off-site Contractors as well? **All pricing submitted shall be based as on-site work in response to this RFP. Off-site rates may be used when defined in any RFQ.**
Standards for Describing Vendor Qualifications, Page 8 of the RFP	Does the State have a specific set of qualifications required of vendors and Contractors? **In general the Key Personnel Chart applies to this RFP. Individual RFQ's may require additional qualifications.**
Standards for Describing Vendor	Does the State wish to see bidder's processes for

Qualifications, Page 8 of the RFP	recruiting, selecting, and screening candidates as part of this section? **Yes, that would be useful.**
Terminology	Are the terms "Vendor" and "Contractor" used interchangeably? **No, Contractor is used once an award is approved. Vendor is any potential bidder.**
Contractor Requirements, Item 5, Page 8 of the RFP	This item states, "All associated project software and hardware must be procured through the State's software and hard contracts"; will these costs be billed directly to the State or built-in to the Contractor's pricing? **Any software and/or hardware requirements available through statewide contracts would be purchased separately by the State.**
References, Page 6 of the RFP	The State requests "a minimum of three (3) references as follows for training services of the types listed in this RFP". Is the State seeking references from similar projects in scope and size? Is the State looking for a "training services" program? **This is not a training services program, see response #**
Proposal Submission, Page 5 of the RFP	The State provides options for submitting this proposal via mail or email. Does the State have a preferred method? **No, either is acceptable.**
Team Organization and Designation of Key Vendor Staff, Page 8 of the RFP	The State requests an organizational chart and depth of skill and experience of each personnel on the chart. Would the State like to see resumes or summaries of each personnel's experience and skills? **For response to RFP resumes are not required. For awarded Contracts resumes will be required for RFQ responses.**

18. Does the state of NH view this as a temporary staffing or staff augmentation contract where staff members will work at the direction of NH staff members, a project based contract where the contractor directs the work performance or some combination of both? **No, this is not a staff augmentation contract it is a firm fixed price contract based on a set of predefined and priced deliverables.**

19. Will the work be performed onsite, offsite or some combination of both? **This will be different for each individual project and will be defined in the SOW issued with any RFQ to the awarded Contactors.**

20. Queries: On page 3 - Under vendor certifications
New Hampshire Secretary of State Registration:
Is it mandatory to register with State of NH before award of contract? **Yes, you must be registered prior to award approval.**

21. Can it be done during the award of contract process? **Yes, must be completed prior to contract approval.** If yes, how much time it will take to obtain good standing with State of NH? **Please contact the Secretary of State for their estimated time frame.**

22. Please guide how can we register with SOS, NH online. **Please view the SOS website http://sos.nh.gov/corp_div.aspx**

23. Are out of State vendors allowed to submit the response for this? **Yes.**

24. Is it mandatory to be registered as a vendor with State of New Hampshire and Secretary of State of New Hampshire for the purpose of this response or can we do these registrations later. **You must be registered prior**

to any award being approved.

25. Do we need to submit anything in hard copy or through fax? Is it mandatory? An e**mailed scanned or hard copy via postal delivery is required.**

26. Do we need to include the Certificate of Insurance for replying to this RFP? **No, but the COI will be required prior to contract award.**

27. What is the page limit (if any) for the "Team Organization & Designation of Key Vendor Staff" section. **No page limit.**

28. Do the below listed sections form an exhaustive list of the inclusions in this RFP? Can you please list the items that we have missed here? **Yes.**

Transmittal Letter
Vendor Contact Information
Prices/Offer
Corporate Overview
Prior Project Descriptions
Team Organization & Designation of Key Vendor Staff
References

PURCHASING AGENT: Paul Rhodes
TEL. NO.: 603/271-3350

NOTE: IN THE EVENT THAT YOUR BID INVITATION HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

BIDDER_____ ADDRESS _____

BY_____
(this document must be signed)
_____ TEL. NO._____
(please type or print name)