

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

**ADDENDUM # 8**

**TO RFP INVITATION # 1519-13**

DATE OF BID OPENING: **April 25, 2013**

TIME OF BID OPENING: **2:30 PM**

FOR: **Mobile Data Collection Forms and Management Services** DATE ISSUED: 4/15/13

RFP Section	Amended Text
Para 4.18.10	<p>Replace Paragraph 4.18.10 with the following:</p> <p><b>4.18.10 Section VII: Cost Proposal</b>            The Cost Proposal must include the following:</p> <ul style="list-style-type: none"> <li>• The <i>Activities/Deliverables/Milestones Pricing Worksheet</i> prepared using the format provided in Table F-1 of Appendix F: <i>Pricing Worksheets</i> and any discussion necessary to ensure understanding of data provided;</li> <li>• A <i>Proposed Position – Initial Contract Term Vendor Rates Worksheet</i> prepared using the format provided in Table F-2 of Appendix F: <i>Pricing Worksheets</i> and any discussion necessary to ensure understanding of data provided;</li> <li>• A <i>Proposed Vendor Staff and Resource Hours Worksheet</i> prepared using the format provided in Table F-3 of Appendix F: <i>Pricing Worksheets</i> and any discussion necessary to ensure understanding of data provided;</li> <li>• A <i>Future Vendor Rates Worksheet</i> prepared using the format provided in Table F-4 of Appendix F: <i>Pricing Worksheets</i> and any discussion necessary to ensure understanding of data provided;</li> <li>• <b>System Hardware Specifications listed as required in Appendix F, Para F-5: System Hardware and any discussion necessary to ensure understanding of data provided;</b></li> <li>• <b>Optional – Form Creation Packages prepared using the</b></li> </ul>

	<p style="text-align: center;"><b>format provided in Section F-6 of Appendix F: Pricing Worksheets and any discussion necessary to ensure understanding of data provided.</b></p>																																																				
<p>Para 5.4.4</p>	<p>Delete the language in Paragraph 5.4.4 and replace with:</p> <p><b>5.4.4 Scoring the Software Solution Cost</b>  Vendor proposed Software Solution cost will be allocated a maximum score of 40 points. The State will consider the Vendor Cost Pricing Methodology including the various Cost Levels for design, development, implementation, and other one time costs along with the subsequent six (6) year support and maintenance costs, provided in Tables F-1: <i>Activities/Deliverables/Milestones Pricing Worksheet</i>, <b>F-5: System Hardware, and, if appropriate, F-6: Optional Form Creation Packages. Cost information required in a Proposal is intended to provide a sound basis for comparing costs.</b></p>																																																				
<p>Appendix D Table of Contents</p>	<p>Replace Appendix D: Table of Contents with the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Topic</th> <th style="text-align: right;">Page Limit</th> </tr> </thead> <tbody> <tr style="background-color: #cccccc;"> <td colspan="2"><b>Proposed Software Solution</b></td> </tr> <tr> <td>Topic 0 - Product Literature</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Topic 1 – Hardware and Software Architecture</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 1A – Mobile Hardware Devices</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 2 - Software Releases</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Topic 3 - System Security</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Topic 4 – Open Standards</td> <td style="text-align: right;"><b>2</b></td> </tr> <tr> <td>Topic 5 - Mobile Forms Creation</td> <td style="text-align: right;">3</td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2"><b>Technical, Services and Project Management Experience</b></td> </tr> <tr> <td>Topic 6 - IT Standards</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Topic 7 - Interface Standards</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Topic 8 - Technical Knowledge Transfer</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Topic 9 - Implementation Approach</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Topic 10 – Testing</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Topic 11 – Interfaces</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 12 - User Training Approach</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Topic 13 - Help Desk Support</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 14 - System Acceptance Criteria</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Topic 15 - Status Meetings and Reports</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 16 - Risk and Issue Management</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 17 - Scope Control</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Topic 18 - Preparation of State Staff on the Project team</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Topic 19 - Quality Assurance Approach</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Topic 20 – Sample Work Plan</td> <td style="text-align: right;">No Limit</td> </tr> <tr> <td>Topic 21– Support and Maintenance</td> <td style="text-align: right;">2</td> </tr> </tbody> </table>	Topic	Page Limit	<b>Proposed Software Solution</b>		Topic 0 - Product Literature	1	Topic 1 – Hardware and Software Architecture	3	Topic 1A – Mobile Hardware Devices	3	Topic 2 - Software Releases	5	Topic 3 - System Security	10	Topic 4 – Open Standards	<b>2</b>	Topic 5 - Mobile Forms Creation	3	<b>Technical, Services and Project Management Experience</b>		Topic 6 - IT Standards	2	Topic 7 - Interface Standards	2	Topic 8 - Technical Knowledge Transfer	5	Topic 9 - Implementation Approach	10	Topic 10 – Testing	6	Topic 11 – Interfaces	3	Topic 12 - User Training Approach	6	Topic 13 - Help Desk Support	3	Topic 14 - System Acceptance Criteria	6	Topic 15 - Status Meetings and Reports	3	Topic 16 - Risk and Issue Management	3	Topic 17 - Scope Control	2	Topic 18 - Preparation of State Staff on the Project team	3	Topic 19 - Quality Assurance Approach	6	Topic 20 – Sample Work Plan	No Limit	Topic 21– Support and Maintenance	2
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<p>Para 1.2 Contract Award</p>	<p>Delete the language in Paragraph 1.2 Contract Award and replace with:</p> <p><b>1.2 Contract Award</b></p> <p>The State plans to award Not-to-Exceed (NTE) statewide Contract(s). If award is made, it shall be made based upon evaluation of the submitted proposals in accordance with the review process outlined in Section 5 below. It is the State's intent to award up to two (2) Contracts. The State reserves the right, at its discretion, to retain other Vendors to provide any of the Services identified under this procurement.</p> <p>If a Contract(s) are awarded, the Vendor(s) must obtain written consent from the State before any public announcement or news release is issued pertaining to any Contract award. Such permission, at a minimum, shall be dependent upon approval of the Contract by Governor and Executive Council of the State of New Hampshire.</p>
<p>Para 1.5</p>	<p><b>Add the following:</b></p> <p><b>1.5 Contract Structure</b></p> <p><b>The State Plans to award up to two (2) contracts as a result of this RFP, and upon approval by Governor and Executive Council.</b></p> <p><b>When an agency requires mobile data application services under this contract, the agency shall proceed with the following steps:</b></p> <ol style="list-style-type: none"> <li><b>1. Write a Firm-Fixed-Price (FFP) Deliverables-Based State of Work (SOW) describing the project, detailing the work to be completed, and the skill sets required</b></li> <li><b>2. A Request For Quote (RFQ) shall be issued, through the Department of Administrative Services – Bureau of Purchase &amp; Property, to the awarded Contractor(s).</b></li> <li><b>3. The Contractor(s) shall submit FFP responses in accordance with the times frames detailed in the RFQ.</b></li> <li><b>4. The Contractor offering the lowest cost, meeting all specifications of the RFQ, shall be awarded the work.</b></li> <li><b>5. The agency shall enter a requisition into NH First;</b></li> <li><b>6. A State purchase order shall be issued;</b></li> <li><b>7. Contractor shall perform work upon receipt of the State issued Purchase order.</b></li> </ol>

CONTACT: 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)