



RFP #071321
REQUEST FOR PROPOSALS
for
IT Managed Service and Staff Augmentation Solutions

Proposal Due Date: July 13, 2021, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for IT Managed Service and Staff Augmentation Solutions to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than July 13, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	May 25, 2021
Pre-proposal Conference:	June 15, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	July 6, 2021, 4:30 p.m., Central Time
Proposal Due Date:	July 13, 2021, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	July 13, 2021, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;
- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;

- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations: MASH (municipalities, academic institutions, schools and hospitals) and MUSH (municipalities, universities, schools and hospitals) sectors, and other governmental agencies eligible to use the Sourcewell contracts. MASH and MUSH sector refers to regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, including but not limited to represented associations, Saskatchewan Association of Rural Municipalities ("SARM"), Association of Manitoba Municipalities ("AMM"), Local Authorities Services/Association of Municipalities Ontario ("LAS/AMO", excluding the cities of Toronto and Ottawa), Nova Scotia Federation of Municipalities ("NSFM"), Federation of Prince Edward Island Municipalities ("FPEIM"), Municipalities Newfoundland Labrador ("MNL"), Union of New Brunswick Municipalities ("UNBM"), North West Territories Association of Communities ("NWTAC") and their members. RMA Participants may include all not-for-profit agencies for Canadian provinces and territories.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for IT Managed Service and Staff Augmentation Solutions, including:
 - a. Information Technology Managed Service Providers:
 - i. IT consulting, technical, and administrative services;
 - ii. Software or application development, management, and maintenance services; and,
 - iii. IT Project and contract management.
 - b. Information Technology Staff Augmentation Services:
 - i. IT staffing services;
 - ii. IT workforce management; and,
 - iii. Service desk and technical support solutions.
 - c. Services related to the offering of the solutions described in Sections 1. a. – b. above, including implementation, installation, integration, customization, maintenance, recruitment, training, and support.
2. The primary focus of this solicitation is on information technology managed services and staff augmentation, and the related delivery of services. This solicitation should NOT be construed to include “implementation-only partners” or “general staffing” solutions.
3. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:
 - a. Unified Communications, Contact Center, and Related Services, Equipment, and Applications (RFP #022719);
 - b. Technology Catalog Solutions (RFP #081419); and,
 - c. Public Sector and Education Administration Software Solutions with Related Services (RFP #090320).

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four years, with an optional one year extension that may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$50 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the

contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.

2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the

Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the “MY BIDS” section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer’s proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer’s complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer’s sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell’s support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
 - A proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.
- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell’s Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days’ following Sourcewell’s notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal’s content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



6/1/2021

Addendum No. 1

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer 1:

For examples of current Sourcewell-awarded contracts, navigate to the page on the Sourcewell website at the following address: <https://www.sourcewell-mn.gov/contract-search>.

Question 2:

Can you please let us know the previous spending of this contract?

Answer 2:

Each RFP is an opportunity independent of any other prior, current or future Sourcewell solicitation. However, the composite sales volume on all awarded contracts resulting from the past Sourcewell solicitation for "Managed Service Provider (MSP) for Information Technology and I.T. Staff Augmentation" (RFP 020817), in the most recent twelve-month period for which data is presumed to be complete, is approximately USD \$35 Million. Refer also to RFP Section II. E. Estimated Contract Value and Usage - "Sourcewell anticipates considerable activity under the contracts(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed."

Question 3:

Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer 3:

See Answer 1 above.

Question 4:

Are there any pain points or issues with the current vendor(s)?

Answer 4:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities for our cooperative contract awards. A respondent is allowed to propose the entire line of products and services falling within the scope of the RFP. Section II. B. of the RFP addresses the requested equipment, products or services for this solicitation.

Question 5:

Please confirm the anticipated number of awards.

Answer 5:

Refer to RFP Section VI. A. – Evaluation, “It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers...The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.”

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/1/2021, is required at the time of proposal submittal.



6/3/2021

Addendum No. 2

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Does Sourcewell restrict the ability of a proposer to submit a proposal based on their physical location?

Answer 1:

The Sourcewell RFP is an open and competitive solicitation process. Sourcewell does not restrict a proposer's ability to submit a proposal based on their physical location. It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities. Proposals are evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/3/2021, is required at the time of proposal submittal.



6/7/2021

Addendum No. 3

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

To facilitate marketing efforts, will Sourcewell provide additional Participating Entity contact info (names, emails, phone numbers) to the winning bidders?

Answer 1:

The Sourcewell supplier development team provides support and resources to expand and enhance awarded supplier marketing efforts.

Question 2:

In Addendum No. 1 to this RFP your answer states, "composite sales volume on all awarded contracts resulting from the past Sourcewell solicitation for 'Managed Service Provider (MSP) for Information Technology and I.T. Staff Augmentation' (RFP 020817), in the most recent twelve-month period for which data is presumed to be complete, is approximately USD \$35 Million." Does selection as a winning bidder under the current RFP (071321) include being automatically added as an authorized vendor within that MSP? If so, will selected vendors be required to pay the 1-2% fee to Sourcewell AND the MSP fee to the fee typically charged by the MSP provider?

Answer 2:

The Sourcewell RFP is an open and competitive solicitation process, and each RFP is an opportunity independent of any other prior, current, or future RFP. Refer to RFP Section III. B. – Administrative Fees and Section 8. B. of the contract template for further information on administrative fees.

Question 3:

In the most recent twelve-month period for which data is presumed to be complete, how many of Sourcewell's Participating Entities have spent funds on IT Managed Service and Staff Augmentation services/solutions?

Answer 3:

On all awarded contracts resulting from the past Sourcewell solicitation for "Managed Service Provider (MSP) for Information Technology and I.T. Staff Augmentation" (RFP 020817), in the most recent twelve-month period for which data is presumed to be complete, 19 Participating Entities have utilized the Sourcewell contracts. However, Sourcewell contracts are available for use by all Participating Entities.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/7/2021, is required at the time of proposal submittal.



6/9/2021

Addendum No. 4

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can Sourcewell provide a sample costing template or structure, specify a rate model, or identify a preferred pricing format?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III. – Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Question 2:

How will cost be evaluated by Sourcewell?

Answer 2:

All proposals are evaluated based on the criteria stated in the RFP. Proposals are not comparatively scored against any other proposals. Additional guidance can be found in the "Sourcewell Evaluator Scoring Guide" found on the "Bids Homepage" in the Resource Materials section of the Sourcewell Procurement Portal.

Question 3:

Can we submit an exception to contract terms, conditions, or specifications?

Answer 3:

A request for modification to the Sourcewell contract template may be submitted with a proposal. To request a modification to the template Contract terms, conditions, or specifications, a Proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications Form, which is found as the final Table of Step 1 in the proposal submission process. The contract template will be completed and sent to each awarded vendor, with inclusion of any exceptions stated in the proposer's Exceptions to Terms, Conditions, or Specifications Form that are acceptable to Sourcewell, at the time of award notification.

Question 4:

Will any preference will be given to the vendors having education client experience/ references?

Answer 4:

It is left to the discretion of each proposer to determine the information and documentation necessary to best demonstrate their ability to serve Sourcewell participating entities and satisfy all the requirements included in the questionnaire tables. Proposals are evaluated based on the criteria stated in the RFP.

Question 5:

Can we mark our financial information as confidential?

Answer 5:

Refer to RFP Section VI. E. – Disposition of Proposals, for additional details on the treatment of materials submitted in response to the RFP.

Question 6:

Do we need to provide a single response file for multiple categories or multiple response files for each category we are bidding for?

Answer 6:

Each vendor may only submit one proposal as restricted by the business rules set in the Sourcewell Procurement Portal.

Question 7:

Will any preference be given to GSA or SOSA contract holders?

Answer 7:

See Answer 4 above.

Question 8:

In Table 4, Line item 23, is Sourcewell specifically looking for references from Sourcewell participating entities?

Answer 8:

Refer to the instructions of Table 4, Line Item 23 – “Supply reference information from three customers who are eligible to be Sourcewell participating entities.”

Question 9:

Can we use the same three references in both Table 4, Line item 23 and Table 5, Line item 24?

Answer 9:

It is left to the discretion of each proposer to determine the content and format of the data and documentation that best represents their proposal. Sourcewell will consider the relevant information submitted in each proposal and apply the evaluation criteria as set forth in the RFP.

Question 10:

Please specify the list of licenses to be procured to work with Canadian participating entities.

Answer 10:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell participating entities. The solicitation is a competitive process and proposals are evaluated on the content submitted. Refer to Section 19 of the Sourcewell contract template regarding legal, regulatory, and licensure requirements.

Question 11:

Do we need to submit our expertise and experience for both categories? Or will a single experience submission or upload work for both?

Answer 11:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell participating entities. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 12:

How many references need to be provided?

Answer 12:

It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities and satisfy all the requirements included in the questionnaire tables.

Question 13:

How is this RFP different from the MNSITE contract (State of MN Contract)?

Answer 13:

This RFP is published by Sourcewell, an independent government agency located within Minnesota, for the benefit of its 50,000+ participating entities across the United States and Canada.

Question 14:

RFP Section II. B. 3. states that, "This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell." Where can I locate RFPs 022719, 081419, and 090320 that are referenced in RFP Section II. B. 3.?

Answer 14:

Prior Sourcewell RFPs are available on the "Vendors & Contracts" page of the Sourcewell website [<https://www.sourcewell-mn.gov/contract-search>]. By using the search function, with the 6-digit RFP number, a list of awarded contract vendors can be displayed. By selecting any awarded vendor in the search results a vendor landing page will be displayed. Selecting the "Contract Documents" section on the left side of the page will display the RFP as the first document available to download.

Note: Additional submitted questions omitted as repetitive per RFP Section V. B., redundant to previous addenda, or are answered in the "Frequently Asked Questions" guide posted on the "Bids Homepage" of the Sourcewell Procurement Portal.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/9/2021, is required at the time of proposal submittal.



6/11/2021

Addendum No. 5

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The RFP document states that the administrative fee will be typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative. Clarify how and at what stage the exact administrative fee will be conveyed to vendors? Is the administrative fee applied to all sales resulting from a contract?

Answer 1:

It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and industry. Refer to RFP Section III. B. – Administrative Fees and Section 8. B. of the contract template for further information on administrative fees.

Question 2:

We would like to register for the pre-proposal conference call on June 15th, 2021 at 10am CT. Can you please let us know how we can do that?

Answer 2:

Login instructions will be posted to the "Documents" section of the RFP's "Bid Details" page on the Sourcewell Procurement Portal and available to registered suppliers two business days prior to the web conference. A notification email will also be sent to registered suppliers when the instructions are posted.

Note: Additional submitted questions omitted as repetitive per RFP Section V. B., redundant to previous addenda, or are answered in the "Frequently Asked Questions" guide posted on the "Bids Homepage" of the Sourcewell Procurement Portal.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/11/2021, is required at the time of proposal submittal.



6/14/2021

Addendum No. 6

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Do Sourcewell's participating entities come directly to Sourcewell to access awarded vendors?

Answer 1:

Refer to RFP Section I. B. – Use of Resulting Contracts, "Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier."

Question 2:

Is there one set administrative fee, or are there multiple administrative fees owed to Sourcewell if we are awarded a contract?

Answer 2:

Refer to Addendum 5, Question and Answer 1.

Question 3:

Can you provide Sourcewell's historical data on the number and value of contracts for IT staff augmentation solution services (e.g., recruitment services) for Canada for the past three years?

Can you share Sourcewell's volume of anticipated IT staff augmentation solution services (e.g., recruitment services) for Canada for the next three years for awarded Canadian vendors?

Can you please clarify that awarded Canadian vendors will be able to work with Sourcwell participating entities in the United States?

Answer 3:

Refer to Addendum 1, Question and Answer 2. There is no separate historical data of Canadian volume or data by vertical.

The estimated value of all resultant contracts provided in Section II. E. of the RFP is based on past volumes of similar Sourcwell contracts. It is an estimate only, and no sales or sales volume are guaranteed. There is no separate estimate of Canadian volume or estimates by vertical.

Each proposer is expected to complete the table in Step 1, entitled "Ability to Sell and Deliver Service," describing their ability to serve Sourcwell participating entities in the United States and Canada. However, a proposer is not required to cover every geographic region to be considered for award. Each proposal is evaluated based on the criteria stated in the RFP.

Question 4:

Can we bid only on IT staff augmentation solution services (e.g., recruitment services) only?

Answer 4:

A proposer is not required to offer all possible items or services within the scope of the solicitation to be considered for award. However, proposals are evaluated based on the criteria as stated in the RFP.

Question 5:

Can you clarify your marketing and marketing expenditure expectations from proposers? Can you clarify if awarded vendors are expected to advertise Sourcwell's services to all companies they do business with outside Sourcwell?

Answer 5:

Refer to RFP Section II. F. – Marketing Plan for guidance on the marketing plan requirements. Each proposer, in its discretion, will determine the content of its marketing plan. The solicitation is a competitive process and proposals will be evaluated on the content submitted.

Question 6:

In regard to the request for references in Table 4 Line item 23, can Sourcewell clarify what types of entities are eligible to be participating entities?

Answer 6:

Refer to RFP Section I. B. – Use of Resulting Contracts, for a listing of eligible entity types.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/14/2021, is required at the time of proposal submittal.



6/16/2021

Addendum No. 7

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Only MSP (Managed Service Provider) can participate in this RFP or Staffing firms with IT Staff augmentation services experience can also participate?

Answer 1:

Refer to Addendum 6, Question and Answer 4.

Question 2:

Is a previously awarded supplier of IT MSP services under a Sourcewell contract eligible to rebid?

Answer 2:

The Sourcewell RFP is an open and competitive solicitation process.

Question 3:

Can you clarify if this is only services/staffing / temporary staffing or do we need to have capabilities in the other 2 areas.

Answer 3:

Refer to Answer 1 above.

Question 4:

How do we provide our pricing for the IT staff augmentation solutions?

Answer 4:

Refer to Addendum 4, Question and Answer 1.

Question 5:

On page 6 of the RFP, Pricing: Explain what is Line-Item Pricing and Percentage Discount from Catalog or Category. Where do we propose this?

Answer 5:

Refer to Addendum 4, Question and Answer 1. All proposals must be submitted through the Sourcewell Procurement Portal.

Question 6:

A portion of Addendum 3 reads: On all awarded contracts resulting from the past Sourcewell solicitation for “Managed Service Provider (MSP) for Information Technology and I.T. Staff Augmentation” (RFP 020817), in the most recent twelve-month period for which data is presumed to be complete, 19 Participating Entities have utilized the Sourcewell contracts. Among those 19 Participating Entities, how many total contracts were awarded? What was the average value of contracts awarded by those 19 Participating Entities? What was the breakdown of the sectors represented by those 19 Participating Entities (e.g., higher education, government)?

Answer 6:

Refer to Addendum 1, Question and Answer 2, and Addendum 3, Question and Answer 3. No additional data is readily available.

Question 7:

Is this a new requirement or is there already an incumbent performing this work?

Answer 7:

Each RFP is an opportunity independent of any other prior, current, or future Sourcewell solicitation.

Question 8:

Regarding Line Item 68. “Describe your contractor candidate recruitment, screening, selection, and retention capabilities and processes.”, clarify if you are asking how the Contractor recruits their candidates, or how we as the MSP, select candidates from the Contractor for submission to the Member?

Answer 8:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to articulate its capabilities in the manner that best aligns with their business methods.

Question 9:

Please describe in greater detail the expectations in terms of promoting and marketing any contract award (RFP F - Marketing Plan) and what needs to be included in the Marketing Plan.

Answer 9:

Refer to Addendum 6, Question and Answer 5.

Note: Additional submitted questions omitted as repetitive per RFP Section V. B., redundant to previous addenda, or are answered in the "Frequently Asked Questions" guide posted on the "Bids Homepage" of the Sourcewell Procurement Portal.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/16/2021, is required at the time of proposal submittal.



6/17/2021

Addendum No. 8

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Will Sourcewell add our Firms payroll services which many entities use to allow engagement of Temporary staff but not be the company of record during their engagement?

Answer 1:

No amendment of the RFP requested equipment, products and services is contemplated at this time.

Question 2:

Will Sourcewell please elaborate on how pricing will be evaluated?

Answer 2:

Refer to Addendum 4, Question and Answer 2.

Question 3:

Can we offer two different rates for United States and Canada, or are we only allowed to provide a conversion from US dollar to Canadian dollar?

Answer 3:

Refer to Addendum 4, Question and Answer 1.

Question 4:

Can you furnish specific clarity please; will Sourcewell make the RFP equipment, products & services requested available to its entire customer portfolio of entities or just the State of Minnesota and the Canadian Cities of Calgary, Edmonton, Toronto, Ottawa and Winnipeg?

Answer 4:

Refer to RFP Section I. B. – Use of Resulting Contracts, for additional detail on the anticipated availability of Sourcewell awarded contracts.

Question 5:

What is the spend breakdown between the IT Managed Service and Staff Augmentation Solutions?

Answer 5:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, or pre-determined or finite quantities.

Question 6:

What is the separate anticipated number of requests that would be released for IT MSP category and IT Staff Augmentation Services category under this contract?

Answer 6:

Refer to Answer 5 above.

Question 7:

Does Sourcewell plan to award contracts to MSP(s) only?

Answer 7:

Refer to RFP Section VI. A. – Evaluation, for additional detail on Sourcewell's intent to award contracts.

Question 8:

If vendor doesn't have a presence in Canada, will they score lesser points during evaluation or will there be any impact on the vendor selection process?

Answer 8:

A proposer's ability to sell and deliver service to Sourcewell participating entities will be evaluated based on the scoring criteria included in the RFP and the Sourcewell Evaluator Scoring Guide. Refer also to RFP Section VI. A. – Evaluation, for additional detail on Sourcewell's intent to award contracts.

Note: Additional submitted questions omitted as repetitive per RFP Section V. B., redundant to previous addenda, or are answered in the "Frequently Asked Questions" guide posted on the "Bids Homepage" of the Sourcewell Procurement Portal.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/17/2021, is required at the time of proposal submittal.



6/18/2021

Addendum No. 9

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Due to the confidential nature of our security business, we would like to provide anonymized references. Would this approach be acceptable to Sourcewell for this RFP response?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. So, it is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell members and that they are willing to include. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 2:

We are requesting the Proposal Due Date be extended to July 27, 2021.

Answer 2:

No extension of the due date is contemplated by Sourcewell at this time.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/18/2021, is required at the time of proposal submittal.



6/22/2021

Addendum No. 10

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is a response limited to Oracle infrastructure, middleware and cloud staff augmentation and managed services considered a compliant response or of interest to the Sourcewell team? Please explain how the evaluation / scoring for a response limited to the above technical scope and a U.S. only position will be impacted.

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the products and services that the proposer will include. The solicitation is a competitive process and proposals are evaluated based on the scoring criteria stated in the RFP and the content submitted.

Question 2:

Will exceptions proposed and accepted be incorporated into the contract for all contract holders, or are contracts negotiated individually with each contract holder?

Answer 2:

The contract template will be completed and sent to each awarded vendor, with inclusion of any exceptions stated in **that** proposer's Exceptions to Terms, Conditions, or Specifications Form that are acceptable to Sourcewell, at the time of award notification.

Question 3:

Is Sourcewell amenable to negotiations on the following terms, to include, but not limited to Limitation of Liability and Indemnification? Please explain how Ts and Cs exceptions will impact evaluation / scoring.

Answer 3:

Refer to Answer 2 above. Proposals are evaluated based on the scoring criteria stated in the RFP.

Question 4:

What IT skills categories are you are looking for? What skills level is required?

Answer 4:

Refer to the Frequently Asked Questions resource that has been posted to the Bids Homepage of the Sourcewell Procurement Portal. The answer provided there is as follows, "Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment, products, and services falling within the requested equipment, products, and services as described in the RFP."

Question 5:

What is the requirement request in terms of equipment, products, or services that are required? Example: Hardware reseller, Network Equipment, or Software.

Answer 5:

Refer to Answer 4 above.

Question 6:

Was Question 67 was published in error and meant to reference lines 65 and 66?

Answer 6:

Yes, there is a typographical error in Portal Questionnaire Table 14B, Line Item 67, which should read as follows:

Services related to the offering of the solutions described in Line 65 and 66

Question 7:

Is there a size limit (i.e. mb limit) for supporting documentation Bidders upload within the portal?

Answer 7:

Yes, refer to the instructions for Step 2 – Documents within the Portal, “Maximum file upload size is 500 MB.”

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/22/2021, is required at the time of proposal submittal.



6/24/2021

Addendum No. 11

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can additional details of the 19 participating entities currently utilizing the contract titled "Managed Service Provider (MSP) for Information Technology and I.T. Staff Augmentation" (RFP 020817) be shared?"

Answer 1:

Refer to Addendum 1, Question and Answer 2, and Addendum 3, Question and Answer 3. No additional data is readily available.

Question 2:

Will a kick-off session be organized for awarded vendors by the Sourcewell team?

Answer 2:

The Sourcewell Supplier Development Team will schedule contract launch meetings with each awarded vendor as part of the post award process.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/24/2021, is required at the time of proposal submittal.



6/25/2021

Addendum No. 12

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Will Sourcewell consider a one-week extension of the due date?

Answer 1:

Sourcewell is not contemplating an extension of the deadline for responses.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/25/2021, is required at the time of proposal submittal.



6/28/2021

Addendum No. 13

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is Sourcewell willing to sign an NDA for us to provide financials with our response?

Answer 1:

Sourcewell complies with the Minnesota Government Data Practices Act and will not execute a nondisclosure agreement for a proposer. Reference Section VI. E. of the Sourcewell RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/28/2021, is required at the time of proposal submittal.



6/29/2021

Addendum No. 14

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Will Sourcewell be calling the references listed in Table 4, Line Item 23, to become Sourcewell entities?

Answer 1:

No. Refer to Addendum 4, Answers 4, 8, and 9, and Addendum 6, Answer 6, for previous guidance on the topic of references.

Question 2:

The table size seems to be limited. Is it acceptable to Sourcewell for the column widths to be widened?

Answer 2:

No revision to the Portal Questionnaire Tables is contemplated by Sourcewell.

Question 3:

We were unable to locate the actual requirements. Where can information be located/downloaded on technical requirements, specifications, warranties, marketing, and the pricing matrix?

Answer 3:

Refer to RFP Section II. A. – Solutions-Based Solicitation, the Frequently Asked Questions

guide posted to the Sourcewell Procurement Portal homepage, and the following previous Addenda for guidance:

Addendum 4, Questions and Answers 1, 2, and 11

Addendum 6, Questions and Answers 4 and 5

Addendum 7, Questions and Answers 4, 5 and 9

Addendum 8, Question and Answer 5

Addendum 10, Questions and Answers 1, 4, and 5

Question 4:

Elaborate on what suspension or debarment means in this context?

Answer 4:

Refer to RFP Section VI. D. – Rights Reserved. Sourcewell reserves the right to, “[d]isqualify any Proposer that ... is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity’s state or province” During Step 3 of the Portal submission process, each proposer will affirm that it, and its employees, agents, and subcontractors, are not currently suspended or debarred when completing the Proposer Affidavit and Assurance of Compliance.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 6/29/2021, is required at the time of proposal submittal.



7/2/2021

Addendum No. 15

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Table 5, Line item 24, Size of Transaction, we would like to know the actual definition of the field i.e., do you want us to answer; Small, Med or Large OR number of employees/clients?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the content and format of the data that best represents their proposal. It is also left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell participating entities. The solicitation is a competitive process and proposals are evaluated on the content submitted.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 7/2/2021, is required at the time of proposal submittal.



7/5/2021

Addendum No. 16

Solicitation Number: RFP 071321

Solicitation Name: IT Managed Service and Staff Augmentation Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can Sourcewell provide an example of, line-item pricing or a percentage discount from catalog pricing, or a combination of these?

Answer 1:

Refer to Addendum 4, Question and Answer 1.

Question 2:

Template contract page 8, Section 13(A)(1)(b): If vendor will request a trademark agreement for Sourcewell's right to use supplier's material, should that document be included in response or just communicate as part of exceptions?

Answer 2:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. A request for modification to the Sourcewell contract template may only be submitted with a proposal. To request a modification to the template Contract terms, conditions, or specifications, a Proposer may complete and submit the Exceptions to Terms, Conditions, or Specifications Form, which is found as the final Table of Step 1 in the proposal submission process. Unclear exception requests will be automatically denied.

Question 3:

Table 15, Question 70 and 71: When requesting detail on the "Service Contracts" is Sourcewell requesting detail more aligned to projects with defined scope of work and

deliverables that have been completed or just the range of clients we have provided IT Staff Augmentation in support of and the breadth of those contracts?

Answer 3:

Refer to Addendum 15, Question and Answer 1.

Question 4:

Table 15, Question 69: Is this question being asked specifically in alignment with services projects with a defined scope of work and deliverables or pure it staff augmentation services?

Answer 4:

Refer to Addendum 15, Question and Answer 1.

Question 5:

Table 14B, Question 65: Could Sourcewell define Information Technology Managed Service Provider?

Answer 5:

Refer to RFP Section II. B. 1. a.

Question 6:

Can the augmentation portion of the RFP be completed remote? If a remote option is available and applicable, or does Sourcewell anticipate the needs of Sourcewell entities requiring onsite assistance?

Answer 6:

Refer to Addendum 2, Question and Answer 1.

Question 7:

Can you provide a detailed scope of work for Software or application development, management, and maintenance services, i.e. languages, Continuous Integration (CI), etc.?

Answer 7:

Refer to Addendum 10, Question and Answer 4.

Question 8:

Do you have any coding standards that you require vendors to abide by?

Answer 8:

Refer to Addendum 10, Question and Answer 4.

Question 9:

What industry standards do you follow for information technology?

Answer 9:

Refer to Addendum 10, Question and Answer 4.

Question 10:

Is financial disclosures a hard requirement? If so, can this be generalized?

Answer 10:

Refer to Addendum 15, Question and Answer 1.

Question 11:

Do you require any certifications of compliance? Do you require us to be licensed/certified by ISO 27001?

Answer 11:

Refer to Addendum 10, Question and Answer 4.

Question 12:

Regarding questions 12 and 13, Sourcewell asks about market share percentage in the US and Canada. Please clarify if you are asking about percentage of the total market share of all MSP suppliers in the space, or are you inquiring about the percentage of our company's revenues that are based on US vs. Canadian activities as a whole.

Answer 12:

Refer to Addendum 15, Question and Answer 1.

Question 13:

What are current diversity spend goals, negative turnover rates, fill rates, time to submit goals? This information would be desired prior to agreeing to SLAs with potential fees at risk.

Answer 13:

Sourcewell does not have compiled data on spend goals, negative turnover rates, fill rates, or time to submit goals through a current Sourcewell-awarded contract for the requested equipment, products, or services. Each Sourcewell solicitation is a separate and distinct opportunity.

End of Addendum

Acknowledgement of this Addendum to RFP 071321 posted to the Sourcewell Procurement Portal on 7/5/2021, is required at the time of proposal submittal.