



**REQUEST FOR PROPOSAL  
ADDENDUM**

**ADDENDUM #1**

**DATE: May 9, 2008**

**REFERENCE:** Request for Proposals: #R-DJ-8026  
Issue Date: April 24, 2008  
Title: Information Technology and Telecommunication Services  
Sealed Proposals Due Date: May 28, 2008 @2:00 p.m.

*All potential Offerors are advised of the following responses to questions received to the referenced solicitation:*

1. **RE: SECTION 6.4.2.2 UNDER DATABASE PROGRAMMING SERVICES READS: “Contractor shall organize and prepare data for inclusion in the database, clean and format or reformat data to conform to the prescribed standards, prepare documentation and prepare data for analysis using software packages and/or original programming” Could you please let me know if a specific software package & analysis tool has been selected for this initiative?**

PWCS uses standard COTS programs and analysis tools, either third party or inherent to the application/database. When such a package/tool does not exist, customized/original programming is done to achieve the results needed.

2. **RE: SECTION 9.2.2.3. UNDER PROPOSAL PREPARATION READS: “Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.” Since there is a requirement for a lot of financial data from the prime and the subs, may offers provide the material in two binders if the data is too bulky to easily fit into one standard size binder?**

Yes, if one binder is not practical.

3. **RE: ATTACHMENT H APPLICATION SERVICE PROVIDER (ASP) SECURITY STANDARDS: Is this attachment for references purposes only or is the offer supposed to complete as part of the bid? If so, what section does it belong in?**

See Section 8.4. Contractor is to comply with all of PWCS security standards that fall within the service category being offered.

4. **How many pc/laptops are involved?**

PWCS has approximately 20,000 desktop/laptop computers.

5. **How many servers are in each location?**

There are approximately 2 servers at each of the school 83 locations and over 120 located in the data center.

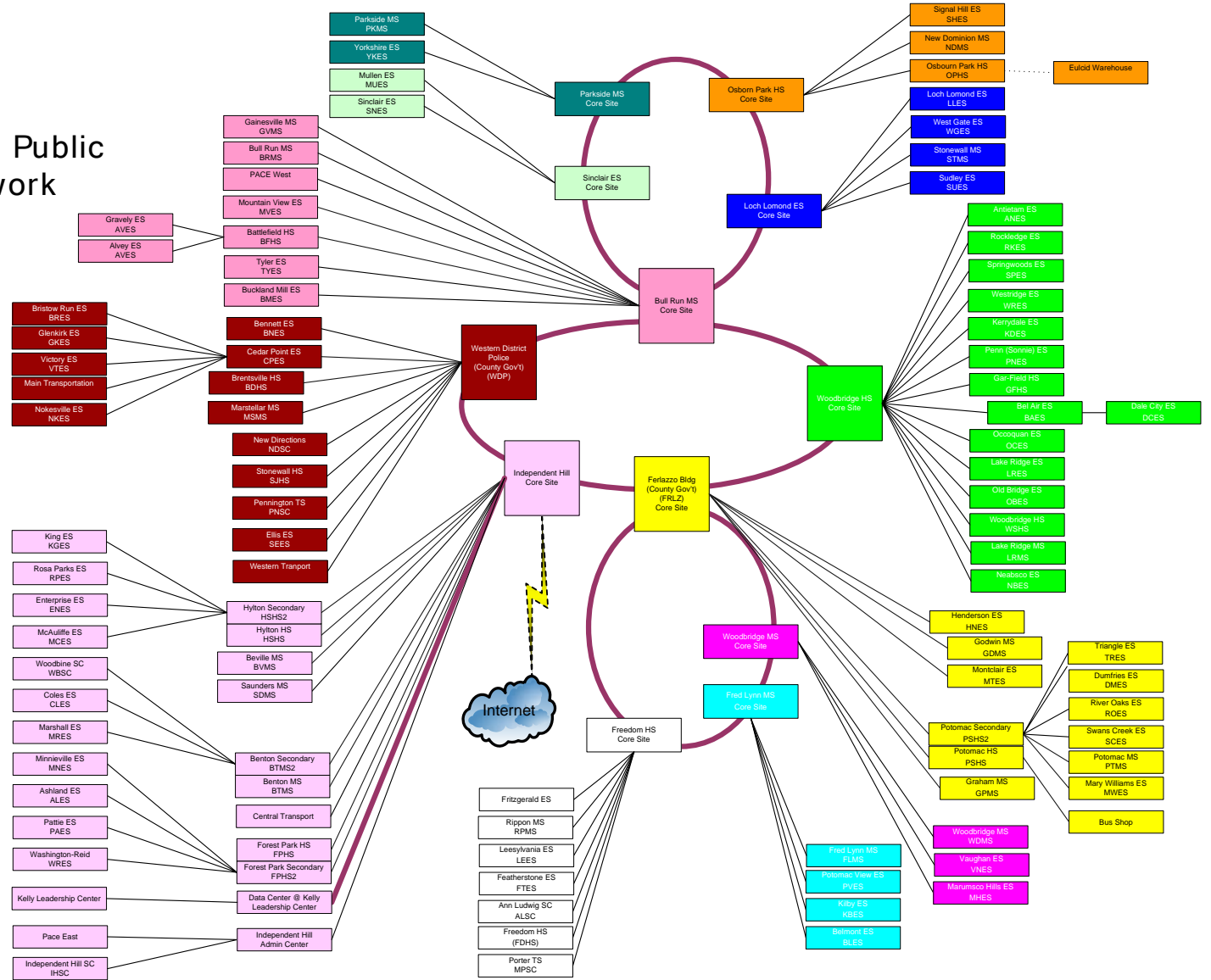
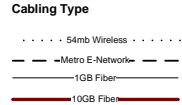
6. **Is a wide area network diagram available?**

Yes. See attached.

As of March 29, 2008

# Prince William County Public Schools' Data Network

## PROPOSED FINAL DESIGN



**7. I would like to bid only one section of the RFP. Can the RFP be broken into sections?**

Per section 10.2, you can bid on only one section of the RFP. Please note in your proposal and on the pricing schedule of your intent not to bid on a specific item.

**8. RE: SECTION 6.5 COMMUNICATION/NOTIFICATION SERVICES (SUBSCRIPTION SERVICE, TEXT MESSAGING AND/OR VOICE MESSAGING):**

- a. Does PWCS want the ability to send alerts at the district level as well as the schools level?
- b. How many contact devices per subscriber does PWCS need?
- c. Do you want pricing based on the mentioned 40,000 subscribers, or would you like a breakdown down calculated on actual number of subscribers?
- d. What is the current system you have in place?
- e. What is the current database system/type and what format is used for transferring data from this system if PWCS elects to have this data transferred to the new system?

PWCS requests the ability to send alerts at both the school/department level and at the district level. Each subscriber should have the ability to enter at least 5 contact devices (Email, Alternative email, home phone, cell phone & work phone). PWCS desires a FFP (Firm Fixed Price) per month of up to 40,000 subscribers, each receiving an unlimited number of messages. Our current system is a solution from MediaNext Inc. The current system can provide a flat ASCII file that can be imported.

**9. Is there an incumbent currently in place?**

There are several companies on the current contract.

**10. RE: SECTION 3.1 PERIOD OF PERFORMANCE: states that proposals “other than ffp” for the contract period will not be accepted. How can we generate a FFP proposal without knowing scope of every task order issued under the contract or details of the materials required? Did you mean to say “other than firm fixed rates” type contract?**

You are submitting a FFP for each labor category in the RFP. These FFP prices will be used to calculate the cost of each task order. Example: FFP Rate/hr x 80 hours = your cost proposal on the task order. See Pricing Schedule pg 22

**11. RE: SECTION 5.0 STATEMENT OF NEEDS: requires the contractor to provide “supervision, labor, materials, equipment, documentation, training, technical support, and supplies” for the ITT services. Are we to assume that does not include materials required for school installations (cable, racks, connection boxes, terminals, servers, switches, routers) and only the materials, equipment, etc for engineering services work (network design, database generation/updates/administration, WEB Applications development, etc)?**

Correct. For example, if the task order says install five network drops, the tools the technician uses are not billable to PWCS but the materials (cable, connection boxes, terminals, etc.) are billable. Another example is that PWCS requests a web developer who can develop using DreamWeaver. The contractor will be required to provide the employee, a laptop and the DreamWeaver software application.

**12. RE: SECTION 5.0 STATEMENT OF NEEDS: also states that “the fee for services for each particular project shall be negotiated...” Will we be required to submit a separate fee line item in each task proposal that will be negotiated should we be awarded the task?**

You are submitting a FFP for each labor category in the RFP. These FFP prices will be used to calculate the cost of each task order. Example: FFP Rate/hr x 80 hours = your cost proposal on the task order.

**13. RE: SECTION 6.7.3.5 WEB HOSTING SERVICES: cites the need for a cost proposal if we plan on relocating the current PWCS Servers. Where are they currently located? Are they in one facility? What is the complete inventory of the equipment we would move?**

No physical equipment would move. The successful contractor would be required to move our existing applications (Microsoft IIS, SQL data bases, etc.) to your servers at your facility. Paragraphs 6.7.3.3 and 6.7.3.4 show what our minimum requirements must be at your facility. Our current servers/applications are housed in Ashburn, Virginia.

- 14. RE: SECTIONS 9.3.4 AND 9.3.5 TECHNICAL PROPOSAL REQUIREMENTS:** require offerors to cite “experience and expertise in providing equivalent on-site technical services” that is similar in size and scope. It also asks for “names [and contact information]; student population, size & scope of that served; ...” it includes a warning about failure to provide such information could result in disqualification of the proposal. **Does this mean it is a requirement to have school system experience? What constitutes a school system for this RFP? Will experience with colleges and universities be acceptable?**

Section 9.3.5 states that at least one reference should be from a school system. It is our preference, but not a requirement. Colleges and universities are acceptable.

- 15. RE: SECTION 9.3.6 TECHNICAL PROPOSAL REQUIREMENTS:** requires we submit “an itemized list of all proposed cost for the services being offered.” **Does this list include only those elements of cost contributing to the proposed fixed labor rates? If not, what cost elements are expected to be included in this list?**

Extra charges will not be allowed. See paragraph 12.5

- 16. RE: SECTION 12.5 EXTRA CHARGES NOT ALLOWED:** states no extra charges will be allowed which includes local travel, hourly rates, misc support services. **Given the unknown nature of the travel requirements and the volatility of fuel costs expected over the contract’s period of performance, would it be acceptable to propose a Not To Exceed figure (with supporting data) that would act as a travel budget for purposes of the contract. Note, local travel would be restricted to/from normal places of work, actual mileage, mileage rate as established by the federal government in <http://perdiem.hqda.pentagon.mil/pe4rdiem/faqpovpast.html>.**

The FFP proposed for each labor category shall be for providing complete services. For Example travel, meals, air fare, etc. must be included in your overall pricing.

- 17. Will a vendor be disqualified if they are unable to respond to all of the different categories?**

Per section 10.2, you can bid on only one section of the RFP. Please note in your proposal and on the pricing schedule of your intent not to bid on a specific item.

- 18. If a vendor is unable or unwilling to commit to more than a 1-year agreement on billing rates, is this an automatic disqualification?**

Yes, see Section 12.18.

- 19. Are Service Level Agreements required? If so, what are they?**

At this time, no SLA’s are required.

- 20. With a commitment to 1 year billing rate are there any commitments for minimum to be billed per year?**

No. See Section 5 and 12.11. Contract is based on an “as needed’ basis

- 21. If a vendor is unable or unwilling to provide a 1-year unconditional performance guarantee as shown in 12.15, is this an automatic disqualification?**

Yes.

- 22. Should consulting rates be presented inclusive of travel expenses or would travel expenses be borne by the County?**

See Section 12.5. FFP rates should be presented inclusive of any travel expenses.

**23. Who are the vendors that you have currently for Security Technologies.? eg. FW/VPN vendors?**

Cisco.

**24. Who are the vendors being used for the LAN/WAN infrastructure?**

Cisco.

**25. Who is the VoIP vendor? Is this a pure IP Telephony system or a Hybrid?**

We currently have a traditional Nortel phone system and are migrating to a Cisco VoIP system.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Central Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.

Daemien Jones, Buyer  
Contract Administrator, Central Purchasing Office

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ACKNOWLEDGMENT:

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Name of Firm

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Signature

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Date

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Print Name and Title

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