

## Solicitation Amendment

---

### RFQQ 08814 – Application Development: Client/Server

**Amendment Number:** 01

**Date Issued:** July 16, 2015

**Purpose of the Amendment:**

To change, where indicated, sections of the RFQQ document or its attachments; provide clarification and answer questions.

**Effect of the Amendment:**

All changes, clarifications and answers detailed below are to be considered official and binding on Bidders for this RFQQ and become official contract language upon execution of a Master Contract, unless specifically amended later in time.

**A. Changes**

1. Subsection 7.4, Required Submittals, checklist item number four:  
The second bullet point stating “Enter whole numbers only.” is hereby deleted.  
  
Reference question number 23 below.

**B. Clarifications**

- Do not include additional submittals unless requested (i.e. no resumes, certifications, company descriptions, references, letters, etc.)
- Do not insert company logo anywhere.
- Do not make any changes to any of the required submittals other than to enter requested data (i.e. no shading, special formatting, company logos, etc. anywhere).
- Do not include any exceptions, comments or special notations in any of the required submittals (except for the master contract, if applicable).
- Submit only one not-to-exceed Hourly Rate. The RFQQ requests one rate and does not request that it be broken out by skill level. Do not provide separate rates by skill level. Do not modify the spreadsheet in any way.
- This is not a solicitation for work. Refer to the RFQQ.
- ITPS Master Contracts do not guarantee work.
- ITPS Master Contracts do not authorize direct purchases without an additional competitive process.
- Successful Bidders do not become universally “preferred” or “approved” by the state of Washington in any way.

**C. Questions and Answers**

1. We're just checking the boxes in the bidder qualifications attachment, with no narrative descriptions of projects or staff resumes submitted at this point. Is that correct?

Do not include narrative descriptions of projects or staff resumes. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

2. One thing I'm still unclear about is the purpose of the five blank items on page 1 of Appendix D for 08814; items 1-5 (plus 5.1) are just blank lines with no instructions. Are we supposed to put something there?

No. Those are extra spaces are formatting oversights which were overlooked prior to posting and have no significance. Do not use them to provide additional information. They can be hidden by toggling the Show/Hide feature of MS Word. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

3. Is there a pricing guideline or historical pricing available for reference?

No guidelines are available. Current pricing is available on the ITPS webpage.

The RFQQ requests one not-to-exceed hourly rate. Do not provide more than one rate and do not modify the spreadsheet in any way other than to enter requested data. Do not insert company logo anywhere. Do not include any exceptions, comments or special notations in this document.

4. Appendix E, Price Quotation Submittal template states to "Provide a not-to-exceed hourly rate Price Quotation for the initial Master Contract period". Are vendors allowed to submit multiple "not-to-exceed hourly" rates based on resource and skill levels mentioned in Appendix D, Bidder Qualifications Submittal (Ex: Development Expert/Manager, Senior Developer, Junior Developer, etc.)

The RFQQ requests one not-to-exceed hourly rate. Do not provide more than one rate and do not modify the spreadsheet in any way other than to enter requested data. Do not insert company logo anywhere. Do not include any exceptions, comments or special notations in this document.

5. "Prior contract performance" - In certain cases, Non-Disclosure agreements with our clients prevents us from sharing such information. In such scenario, how shall we respond to this question?

If a Bidder has been a party to a Termination for Default, they should indicate so and share what can be legally disclosed.

6. What criteria would determine the feasibility of leveraging offshore resources?

While off-shore subcontractors may be included for this RFQQ, they may be prohibited for an individual statement of work.

7. Bidder Qualifications: When describing the number of staff at each skill level for questions 1 & 2, are we to refer to only onshore staff or may we also utilize long term offshore staff in our qualifications? Would 1099 staff be included in this or considered subcontractors?

While off-shore subcontractors may be included for this Solicitation, they may be prohibited for an individual statement of work.

8. Bidder Qualifications: When describing the number of staff at each skill level for questions 1, are we to refer to all staff that have Systems Development Life Cycle experience or only developer staff with that experience?

The RFQQ requests Systems Development Life Cycle experience.

Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

9. Bidder Qualifications: The form asks for Microsoft Certified Professional Developer Qualifications (MSCD), which is an old certification, no longer updated or promoted certification and since VS2010. Would you be like details/check for other technical MSCPs instead?

Check all that apply; but at least one. Should a company have staff with an equivalent certification; check the box.

Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

10. Price Quotation: The form asks for a Not-to-Exceed Hourly Rate. Should this rate be broken out by skill level (e.g. Expert, Senior, Journey, and Junior)?

The RFQQ requests one not-to-exceed hourly rate. Do not provide more than one rate and do not modify the spreadsheet in any way other than to enter requested data. Do not insert company logo anywhere. Do not include any exceptions, comments or special notations in this document.

11. Price Quotation: The form asks for a Not-to-Exceed Hourly Rate but only mentions one particular role. Should this rate be broken out by roles we perform and typically utilized in Application Development such as the following:

- a. Architect
- b. Lead Developer
- c. Front End Developer
- d. Middle Tier Developer
- e. Back End Developer
- f. Database Architect
- g. Database Developer
- h. Report Developer
- i. Technical Program Manager
- j. Technical Project Manager
- k. Functional Analyst
- l. Business Analyst
- m. Test Lead
- n. Tester
- o. SDET
- p. UX/UI Designer
- q. Technical Writer
- r. Change Management Consultant

If the rate is to be broken out by role, please define all expected roles for which a Not-to-Exceed Hourly Rate should be submitted.

Do not "break" rates out by "role". The RFQQ requests one not-to-exceed hourly rate. Do not provide more than one rate and do not modify the spreadsheet in any way other than to enter requested data. Do not insert company logo anywhere. Do not include any exceptions, comments or special notations in this document.

If not, please define how you would like the Not-to-Exceed Hourly Rate to be reconciled given the distinction in roles and skill levels.

This is not a solicitation for work and pricing is not an evaluation consideration. Purchasers will define their operational requirements and request quotes as appropriate in their solicitations.

12. Please confirm if we need to submit resumes along with required submittal documents?

Do not provide resumes unless requested.

Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

13. Appendix D Certifications lists "Microsoft SQL Server Database". Does any level of certification related to SQL server apply? E.g. MCSA in SQL Server 2012, Certifications in older versions of SQL Server, etc.

The RFQQ is not restrictive to any particular level. Do not include additional submittals unless requested.

Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

14. Appendix D Certifications lists "iOS mobile operating system". While apple does provide OSX certifications, to my knowledge there is no official certification for iOS. Do published iOS applications qualify? Do 3rd party "certifications" or training apply and, if so, which 3rd parties?

The RFQQ is not restrictive to any particular iOS training or certification. Do not include additional submittals unless requested.

Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

15. The embedded Documents "Price.xlsx" and "Profile.xlsx" do not appear to be embedded or supported by the latest version of Microsoft Office (see screen shots). Conversion of the RFQQ Word document does not appear to correct the issue. Can you please verify that the xlsx files are embedded correctly in the published RFQQ and perhaps indicate which version of Office the documents were authored with? Can you please indicate which version of Excel our submissions should be compatible with so we can be assured that DES will be able to open and view the submittals?

MS Office 2010; MS Excel 2010.

16. Appendix E, Price Quote, has one line for a not-to-exceed hourly rate. Are we to add lines to that spreadsheet in order to supply rates for all experience levels (Jr., Journey, Sr., Expert)?

No. The RFQQ requests one not-to-exceed hourly rate. Do not provide more than one rate and do not modify the spreadsheet in any way other than to enter requested data. Do not insert company logo anywhere. Do not include any exceptions, comments or special notations in this document.

17. There is no mention of need to submit vendor client references as were required for the previous refresh. We want to confirm that vendor client references are not required.

Do not provide references unless requested. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

18. We're just checking the boxes in the bidder qualifications attachment, with no narrative descriptions of projects or staff resumes submitted at this point. Is that correct?

Narratives and resumes are not required submittals. Submit only required submittals. Refer to the RFQQ. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

19. One thing I'm still unclear about is the purpose of the five blank items on page 1 of Appendix D for 08814; items 1-5 (plus 5.1) are just blank lines with no instructions. Are we supposed to put something there?

No. Those are extra spaces were overlooked prior to posting and have no significance. Do not use them to provide additional information. They can be hidden by toggling the Show/Hide feature of MS Word. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

20. In addition to the appendices, are resumes needed in the submittal?

No. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

21. There are several blank pages at the end of C. Is there any significance to these pages?

No. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

22. Section 5.1 Bidder Qualifications Submittal/ Appendix D: Bidder Qualifications Submittal: Does DES require the submission of resumes and proof of certifications along with our response to Appendix D: Bidder Qualifications?

No. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

23. Section 6.1 Price Quotation/ Appendix E Price Quotation Submittal. The State only allows for "whole numbers" to be used in the pricing volume. Can you confirm that the state does not want a rate that includes two decimal places?

Disregard the bullet point referring to whole numbers. Enter values in US dollars and cents (e.g. \$85.50). See applicable amendment language in Section A, *Changes*, of this Amendment (line item 1).

24. *Appendix D, Mandatory Requirements, 3. Certifications.* This section requires "At least one employee on staff with current certification in one of the disciplines listed below...Indicate current certifications for the applicable staff."

Does DES want bidders to indicate the number or names of employees on staff with each certification?

No. This submittal does not request numbers or names of employees on staff with each certification. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

25. *Section 7.4 and Appendix D.* Please confirm that DES is not requiring resumes, references or descriptions of experience/qualifications in support of Appendix D.

Do not include resumes, references or descriptions of experience/qualifications in support of Appendix D. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

26. Looks like we don't have to submit any references? Is our understanding correct?

Yes. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

27. Looks like we don't have to submit any resumes. Is our understanding correct?

Yes. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

28. We have to submit one max rate for the category. Is our understanding correct?

Yes. The RFQQ requests one not-to-exceed hourly rate. Do not provide more than one rate and do not modify the spreadsheet in any way other than to enter requested data. Do not insert company logo anywhere. Do not include any exceptions, comments or special notations in this document.

29. If this is so then what is the evaluation criteria for selection? Only one mandatory qualification i.e. one minimum certification.

Refer to Section 8, *Evaluation Process*.

30. Are you planning to add a large number of vendors or there is a limit? If there is a limit how many vendors do you intend to have on your approved list?

Multiple Master Contracts will be awarded. No limit has been determined at this time

31. As per RFP looks like rate/hr. quoted will not factored in the evaluation. Is our understanding correct?

Pricing is not an evaluation factor. Refer to Section 8, *Evaluation Process*.

32. Is it necessary to be MWBE or Veteran Owned Business Certified?

No.

33. Is it mandatory to submit MWBE or Veteran Owned Business Certification during proposal submission?

No. Provide only what the RFQQ requires. Do not include additional submittals, comments or special notations. Do not insert company logo anywhere. Do not make any changes to the submittals provided other than to enter requested data. Populate information only where requested.

34. For Appendix D: Bidder Qualifications - Question 1 says, "At least one employee on staff with complete Systems Development Life Cycle experience from conceptualization through requirements definition, design and development, testing implementation, maintenance and user training **as it applies to technology and data in support of state business needs.**" Are you asking for employees with SDLC experience specifically obtained within the state of Washington or just overall SDLC experience in general?

No. The requirement does not specify in-state or out-of-state.

35. Currently my company has ITPS Master Contract 09212 for Desktop Applications Development and Training and also Client Server, Web & N-Tier Application Development. Do we need to submit a proposal again to be in the list? Is it going to be a different Master contract for the same services? Is our current Master contract is good for this category?

This RFQQ is **unrelated** to any existing contract. In order to be considered for prequalification to compete for Work Requests which specify this Technical Service Category, a Response to this RFQQ is required.

36. Is RFQQ 08814 - Application Development: Client/Server intended to address Enterprise Content Management / Electronic Document Management Solutions needs?

This RFQQ is **unrelated** to Enterprise Content Management / Electronic Document Management Solutions.

37. We have an existing ITPS Master Contract 09212 (T08-MST-759) with Washington State Department of Enterprise Services through June 30, 2017. Kindly let me know if we have to again bid for the above RFQ or if our existing Master Contract is good.

This RFQQ is **unrelated** to any existing contract. In order to be considered for prequalification to compete for Work Requests which specify this Technical Service Category, a Response to this RFQQ is required.

All Master Contracts under 09212 will terminate when their awarded categories have been replaced or June 30, 2017; **whichever comes first in time.**

This Amendment need not be submitted with Response. All other terms, conditions, and specifications remain unchanged.