



City of Rochester Hills
Request for Proposals
Software Marketplace including Cloud Solutions
RFP-RH-22-026
Addendum #1

July 29, 2022

This document is considered Addendum #1 to Request for Proposal – Software Marketplace including Cloud Solutions – RFP-RH-22-026.

Attached and made part of this addendum include the following:

- Pre-Proposal Meeting Notes
- Questions and Answers

Lisa Cummins, CPPB
Procurement Manager

**City of Rochester Hills
Request for Proposals
Software Marketplace including Cloud Solutions
RFP-RH-22-026**

**Non-Mandatory Pre-Proposal Conference via Zoom Teleconference
Wednesday, July 27, 2022 at 1:00 p.m.**

The Pre-Proposal meeting was held on Wednesday, July 27, 2022 at 1:00 p.m. via Zoom Teleconference.

In attendance on Zoom:

Lisa Cummins – Procurement Manager
Deborah Bushnell – OMNIA Partners Contract Manager
Rochelle Lyon, Director Management Information Systems
Amy Smith, VP Lead Agency Partnerships
Andrea Quinn – Procurement Specialist
Interested Vendors

Attendees were encouraged to register as a vendor on the Michigan Intergovernmental Trade Network (MITN) in order to receive addenda and award information relative to the proposal. Attendance at the pre-proposal meeting is not mandatory in order to submit a proposal. Vendors were instructed that pre-proposal meeting notes will be issued as an addendum on the MITN procurement site.

This is a voluntary pre-proposal meeting for the purpose of reviewing the RFP and answering questions regarding the project. Attendance at the pre-proposal meeting is not mandatory in order to submit a proposal.

The City of Rochester Hills acting as the Principal Procurement Agency, on behalf of OMNIA Partners is requesting proposals from experienced and qualified firm or firms who can provide a diverse and extensive marketplace for cloud and software products/services.

Sealed Proposals will be received by the City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309 via electronic submission ONLY until WEDNESDAY, August 17, 2022 at EXACTLY 3:00 P.M. Eastern Time, at which time proposers' names will be publicly read aloud via Zoom Teleconference.

All questions shall be made in writing and submitted to Lisa Cummins by email: cumminsl@rochesterhills.org or by fax at 248.608.8178 by Thursday, July 28, 2022 at 5:00 p.m. in order that a written response in the form of an addendum can be processed before the proposals are due, if such information would be of significance to uninformed proposers. Inquiries received after the date and time above will not be considered.

Lisa Cummins began with an overview of the Request for Proposals (RFP) explaining to those in attendance that the goal of this RFP is for an On-line Marketplace for the purchase of software including cloud solutions. The City requires a firm or firms who can provide a diverse and extensive marketplace for cloud and software products/services. The purpose and intent of this Request for Proposal (RFP) is to establish a cooperative contract, or contracts, for an on-line marketplace for the

purchase of cloud and software products and services. Qualifications are defined in detail in the Scope of Services section of this Request for Proposal. The City seeks a firm that can provide the specified products and services (on a nationwide basis).

Deborah Bushnell from OMNIA Partners then provided an overview of who OMNIA is and how the contract works and assistance provided to the Supplier from OMNIA. She additionally explained Attachment A and all the exhibits included in the attachment and what needs to be responded to.

Lisa explained per page 5, to please note the submittal guidelines are followed. Vendors should include a redacted copy marked as “Redacted Copy” if they wish to have one on file. Per Deborah Bushnell from OMNIA, the Awarded Vendor will have their Request for Proposal posted on OMNIA’s website. If a Redacted Proposal is submitted, the Redacted will be put on the website.

Objectives were discussed on page 7 of the Request for Proposal along with Scope of Services and Product Categories on pages 8 and 9. Proposal Content Requirements were discussed on page 9. Please note that Attachment A, OMNIA Partners Administration Agreement and Attachment B, Price Proposal is required to be submitted.

Lisa discussed the Evaluation Criteria and Process. The City uses a straight line scoring method with a ranking scale from 1-10 for each proposal criteria. The evaluation committee will review all proposal responses received and score the proposals, from that review process the City may short list vendors and set up interviews to clarify or ask any additional information to best evaluate the proposal response. Until the Request for Proposal is awarded, no information will be given out other than the proposal is in Evaluation.

Lisa asked if there was any questions from the vendors. Being that there were no additional questions, the meeting concluded at 10:46 a.m.

QUESTIONS AND ANSWERS

Question #1- Page 11, #10. Attachment A – If proposer has exceptions, do we redline this document, or do you have another preferred way to submit exceptions?

Answer #1 – Yes, please redline the actual document – and not exceptions in Section 9 of your proposal response.

Question #2 - Page 14, #9 – May we provide hyperlinks to these additional agreements?

Answer #2 – Yes, however links must be active and accessible.

Question #3 - Page 14, #9 – May these agreements be provided after award?

Answer #3 – As stated, the agreements should be included in the proposal response.

Question #4 - Page 23, “Please describe any features your Marketplace offers to enable financing.” Please clarify what “enable financing” encompasses.

Answer #4 – If a proposer has an option for financing purchases on their Marketplace, it should be included in the response.

Question #5 - Page 23, “Does your Marketplace include free trial listings?” Please clarify what “free trial listings” encompasses.

Answer #5 – If Proposer’s Marketplace has an option for public agencies to try a software product out at no cost before purchasing, the proposer should identify this in the response.

Question #6 - Attachment A – OMNIA Partners Solicitation – Are we to respond to this document separately from the RFP? Need to understand what the proposal format requirements are. Due to this uncertainty, we’d like to request a two-week extension of the submission deadline.

Answer #6 – The City of Rochester Hills has chosen to partner with OMNIA Partners for this solicitation. The OMNIA Partners Exhibits are part of the requirements of the Solicitation and responses to the Solicitation are evaluated in whole based on the requirements of the Solicitation. Offerors will be evaluated on their ability to meet the requirements of the Solicitation, including the national cooperative contract requirements.

Based on the schedule the City has established an extension at this time will not be granted.

Question #7- It appears that the RFP is targeted towards established Marketplace Application Providers. If this is a requirement, are there any exceptions? Is there a preference for Cloud Solution Provider to host this marketplace? GCP? AWS? Microsoft?

Answer #7 - No, this is not a requirement.

Question #8 - Is there any legal or regulatory oversight needed for compliance?

Answer #8 - Please refer to the terms & conditions for requirements.

Question #9 - Is the desired solution expected to be a Managed Service (end to end) and provide 24x7 Support?

Answer # 9 - Please refer to the scope of work.

Question #10-The requirement notes a Statement of Needs section of the RFP but there is no such section in the RFP. Can you please clarify which RFP section(s) are applicable to this requirement?

Answer #10 – The requirement has been revised as noted below:

Revision to requirement, Section PROPOSAL FORMAT AND CONTENT, page 11, Item 6 – References.

6. References

The Offeror shall ~~complete the Contractor Data Sheet (Attachment A),~~ to include a minimum of three (3) organizations for which the Offeror has provided these products of the same or greater scope within the past three (3) years and can attest to the Offeror's qualifications and ability to perform the services described in the ~~Statement of Needs~~ **SCOPE OF SERVICES**. Include the business name, address, and name, telephone number, fax number and email address of the contract administrator.

Question #11- Many public sector customers appreciate a feature that allows for flexible billing, including advance or deferred payments. Will Rochester Hills consider removing the statement that, "No advance payments will be authorized"?

Answer #11- The statement is made in regards to the City of Rochester Hills and that they will not authorize Advanced Payments, through the National aspect some other entities may allow this, however for the City purposes we will not. The Offeror is able to take an exception to this statement and note their available proposed payment terms.

Question #12 -The requirement states "submit one (1) original and one (1) redacted copy (said PDF document shall be clearly marked as "REDACTED COPY")"Can Rochester Hills clarify if both submission files should be in PDF format?

Answer #12 - Yes, both copies should be in PDF format.

Question #13 - Can the City provide a tentative schedule for evaluation and notice of intent to award?

Answer #13 - The City anticipates that evaluation will occur from the opening date through the end of September, with notice of intent to award given by the end of October 2022.

Question #14 - Does the City prefer to receive the Attachment B - Pricing Summary-FINAL submission as a stand-alone Excel file or should this attachment be part of the single complete proposal document that is uploaded by Offeror?

Answer #14 - The Offeror may upload Attachment B as a separate file. Just ensure the file is named appropriately and is clearly identified in the upload.

Question #15-RFP states, regarding Insurance Requirements that a new certificate of insurance be provided to the City each year at the time of policy renewal. New certificates shall be delivered to the City in the same format as outlined in the SAMPLE certificate attached. -- Please provide the sample or point to the page number within the RFP where this certificate may be found.

Answer #15- Insurance for this solicitation will not be required.

Question #16-Should respondent include responses to Attachment A- Exhibit A, Sections 2 and 3, in both RFP Response Sections 5- Supplier Information and Section 10 - Attachment A - OMNIA Partners Administrative Agreement?

Answer #16- As it pertains to OMNIA Partners, Respondents should include Exhibit A, B, F, & G in their proposal.

Question #17-The administrative fee requirement states that vendors must pay within 10 days of the end of the previous calendar month. As invoices are not available in some cases until a week after the prior month ends, would OMNIA be amenable to the administrative fee being based on the prior month's invoices versus the prior month's usage (e.g., January usage is billed in February, so payment for January usage would be due by March 10th)?

Answer #17- Proposers may state exceptions to the requirement for consideration.

Question #18- Would Rochester Hills consider allowing offerors to provide separate response submission files for Ref. Attach A. Sections 2 and 3?

Answer #18- Yes. Separate files can be uploaded. The City just requests that Proposers name/identify their files clearly in the uploading process.

Question #19- It was stated at the pre-proposal conference that respondents should include Attachment A - Exhibit A of the OMNIA attachment in their responses. Can you please confirm that Exhibit A (sections 2 and 3) should be included as Section 5 (Supplier Information) of the response (per Proposal Format and Content instructions on pages 9-10).

Answer #19 – That is correct. Please include that response portion in both Section 5 as well as part of the complete inclusion of Attachment A as part of your response.

Question #20 - The requirement states "the Offeror shall complete the Contractor Data Sheet (Attachment A)." However, it appears no section with the title "Contractor Data Sheet" is part of the current solicitation documents. Can the Government please provide the Contractor Data Sheet so that Offerors may prepare the reference information?

Answer #20 - This was a typographical error. There is no Contractor Data Sheet to be completed as part of Attachment A. Please see corrected specification noted in Question #10.

Question #21- Exhibit F “Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.” Will our proposal be considered if we do not submit this form with our proposal?

Answer #21 – Exhibit F is a required document and should be included in Offeror’s complete response.

Question #22 – FEMA Special Conditions – Will our proposal be considered if we do not submit this form with our proposal?

Answer #22 – FEMA Special Conditions is required and should be included in Offeror’s complete response.

Question #23 – Page 3 Pre-Proposal Conference – Will the conference be recorded and available to bidders that were not able to participate?

Answer #23 – Proposers can request the recording by emailing cummins1@rochesterhills.org.