REQUEST FOR QUALIFICATIONS

Information Technology Consulting and Technical Support Services Task Order Contracts

Solicitation No.: Q-18-001-JG

Addendum 2 | February 23, 2018

CLARIFICATIONS

1. SAWS has opted to add an additional functional area. **Respondents will now have the opportunity to submit for up to six (6) functional areas**. Due to organizational needs and the desire to award contracts at the May Board meeting, SAWS is unable to grant a time extension. Although a sixth (6th) functional area is being added, the total budget for issuing the TOs to multiple firms for the four (4) year period will remain as is.

2. **The Intent to Submit Sheet (Attachment D) is not a required to submit a proposal**. Rather, it is being requested by SAWS in an attempt to ascertain the number of firms that will provide submittals.

3. The Services Submittal Identification Form is being replaced to **include the new sixth (6th) functional area**.

4. The Evaluation Criteria Forms (Attachments A, B, and C) are being replaced to **include the new sixth (6th) functional area** and to **allow more pages for key staff resumes**.

5. The Services Submittal Identification Form and Evaluation Criteria Forms as part of this Addendum **should be utilized** by Respondent's who intend to submit a proposal for this RFQ.

6. SAWS recommends Respondents avoid the use of images or any unnecessary information due to the **size limitation for submissions**. See item 1 under section IV. Submitting a Response, B. Submission - ***Electronic Submittals Accepted Only******.

END OF CLARIFICATIONS

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1. *Page 1, remove and replace line 1 of paragraph 5 under item B. Scope of Services of section I. Project Information with the following:*

   Description of the six (6) functional areas area as follows:

   All other lines of this section remain the same.

2. *Page 3, insert the following after 5. Functional Area Five – Networking under item B. Scope of Services of section I. Project Information:*

   Functional Area Six – Custom Application Development and Cloud Platforms

   Services for this functional area are related to custom application development and cloud-based platforms.

   Examples of Potential Services:

   - Developing custom developed solutions to include gathering and documenting business requirements from stakeholders and subject matter experts, engineering and documenting application architecture, developing integration and custom applications, providing testing and implementation services. Custom development may be needed for:
     - Data Reporting and Visualization (Data Warehouse):
       - Dashboards and Visualization - Tableau
       - Reporting - MS SQL SSRS
       - Cubes - MS Analysis Services (OLAP)
       - Spatial ETL - FME Server
       - Statistical Analytics - SPSS and MiniTab
     - Custom Mobile Responsive Web Applications:
       - UI/UX Front End - Bootstrap, Jquery, HTML 5, React
       - Backend (webservices) - .NET, SQL, Python
       - Identify Management (SSO) - ADFS, SAML
       - DevOps - GIT, BitBucket, JIRA, Confluence, TeamCity
     - Native Mobile Applications for both Android and iOS devices.
     - Spatial Applications (ESRI)
       - ArcGIS Portal AppBuilder
       - Leaflet javascript
       - ArcGIS Server and Web APIs
   - Implementation, expansion and support of cloud platforms to include gathering and documenting business requirements from stakeholders, subject matter experts and developers, provisioning the platforms to meet these requirements, ensuing platform performance and availability, and extending the platforms with custom development.   The platforms that are in scope are:
     - Customer Relationship Management - SalesForce and Force.com
     - Web Content Management Systems - ModX, WordPress, etc.
     - Social Internet and Collaboration - Yammer, Jive, SharePoint, Office 365.

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- ○ Electronic Document Management
- ○ Azure - API Gateway, Application Service and Resource Management, Security
- ○ ESRI - ArcGIS Online

3. **Remove and replace the Services Submittal Identification Form in its entirety with the revised version**, included in this Addendum.

4. **Remove and replace Attachment A** – Evaluation Criteria Form: Experience and Qualifications **in its entirety with the revised version**, included in this Addendum.

5. **Remove and replace Attachment B** – Evaluation Criteria Form: Similar Past Projects and Performance **in its entirety with the revised version**, included in this Addendum.

6. **Remove and replace Attachment C** – Evaluation Criteria Form: Task Order Implementation Approach **with the revised version**, included in this Addendum.

7. Insert Attachment D – Intent to Submit Sheet after Attachment C – Evaluation Criteria Form: Task Order Implementation Approach.

END OF CHANGES TO THE RFQ

No other items, dates, or deadlines for this RFQ are changed.

END ADDENDUM 2

This Addendum, including these three (3) pages, is fifteen (15) pages with attachments in its entirety.

Attached: Services Submittal Identification Form – one (1) page;
Attachment A – Evaluation Criteria Form: Experience and Qualifications – three (3) pages;
Attachment B – Evaluation Criteria Form: Similar Past Projects and Performance – four (4) pages;
Attachment C – Evaluation Criteria Form: Task Order Implementation Approach – three (3) pages;
Attachment D – Intent to Submit Sheet – one (1) page.

Services Submittal Identification Form

This page must be attached to the front of the proposal.

Indicate which areas of expertise your firm could provide if selected.

Firm Name: _____

Check all that apply:

☐ 1. Enterprise Databases

☐ 2. IT Infrastructure

☐ 3. Application Development Service Provider

☐ 4. Information Security Services

☐ 5. Networking

☐ 6. Custom Application Development and Cloud Platforms

Attachment A
Evaluation Criteria Form: Experience and Qualifications

When responding to the questions below, use only the space provided in this form, unless otherwise indicated. **If all fields are not completed, the proposal may be found non-responsive.** *It is* **not** *acceptable to indicate "see attached" as a response on this form. Spatial limitations are in place to ensure consistency and conciseness with responses. Character limits include spaces. Text is restricted to Arial, 10 point font.*

1) Describe your experience relevant to the Scope of Services requested by this RFQ **for each functional area your firm is submitting**. *Use this page as a form for EACH functional area your firm is submitting for. 2,812 character limit PER functional area.*

   Indicate which functional area the below experience describes.

2) Identify any sub-consultants that are included as part of the proposed team, their role, and related experience for this Project. *1,368 character limit.*

3) Identify any additional skills, experience, and/or qualifications your firm or team would like SAWS to consider. *456 character limit.*

4) Describe experience with Information Technology projects and practices including examples of how your firm successfully coordinated with key stakeholders and met all project requirements. *456 character limit.*

Attachment A
Evaluation Criteria Form: Experience and Qualifications
(continued)

5) Provide information about your firm's ability to complete work according to schedule, more specifically for projects in which the deadline was tight and/or expedited. *1,368 character limit.*

6) *On a separate 8 ½" x 11" sheet*, provide an organizational chart of the firm and the key staff who will be assigned to this Project. The organizational chart should include any key staff and sub-consultants identified under the Experience and Qualifications Evaluation criterion. This (1) page is not restricted to text requirements.

7) *On a separate 8 ½" x 11" sheet(s) (not to exceed five (5) pages **per functional area**)*, provide key staff resumes indicating the capabilities and experience of each team member. Resumes should describe their professional qualifications and include the team member's name, title, education, licenses, certifications, associations, and brief overview of professional experience.

Attachment B
Evaluation Criteria Form: Similar Past Projects and Performance

When responding to the questions below, use only the space provided in this form, unless otherwise indicated. **If all fields are not completed, the proposal may be found non-responsive.** *It is* **not** *acceptable to indicate "see attached" as a response on this form. Spatial limitations are in place to ensure consistency and conciseness with responses. Character limits include spaces. Text is restricted to Arial, 10 point font.*

1) List and describe **three (3) relevant projects** of similar size and scope performed over the past five (5) years for **each functional area your firm is submitting for**. Include contract value and identify project owner, valid and recently verified contact information to include name, current phone number, and e-mail address. *Use this page as well as the following two (2) pages for EACH functional area your firm is submitting for.*

Project #1 Name:			
What Functional Area is this Project for?:			
Description. *Characters are limited to 600*:			
Key Personnel (to include personnel titles and specific project tasks). *Characters are limited to 780*:			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners's **Current** Facsimile Number:	
Project Owner's **Current** Phone Number:		Project Owner's **Current** E-mail Address:	

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Attachment B
Evaluation Criteria Form: Similar Past Projects and Performance
(continued)

Project #2 Name:			
What Functional Area is this Project for?:			
Description. *Characters are limited to 600*:			
Key Personnel (to include personnel titles and specific project tasks). *Characters are limited to 780*:			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners's **Current** Facsimile Number:	
Project Owner's **Current** Phone Number:		Project Owner's **Current** E-mail Address:	

Attachment B
Evaluation Criteria Form: Similar Past Projects and Performance
(continued)

Project #3 Name:			
What Functional Area is this Project for?:			
Description. *Characters are limited to 600*:			
Key Personnel (to include personnel titles and specific project tasks). *Characters are limited to 780*:			
Number of Change Orders (not requested by the Project Owner).			
Contract Value:			
Project Owner Name:		Project Owners's **Current** Facsimile Number:	
Project Owner's **Current** Phone Number:		Project Owner's **Current** E-mail Address:	

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Attachment B
Evaluation Criteria Form: Similar Past Projects and Performance
(continued)

2) List record of terminations for cause and defaults; disciplinary action, including suspension; client references; awards, and commendations. *2,812 character limit.*

Attachment C
Evaluation Criteria Form: Task Order Implementation Approach

*When responding to the questions below, use only the space provided in this form, unless otherwise indicated. **If all fields are not completed, the proposal may be found non-responsive.** It is **not** acceptable to indicate "see attached" as a response on this form. Spatial limitations are in place to ensure consistency and conciseness with responses. Character limits include spaces. Text is restricted to Arial, 10 point font.*

1) Provide a description of the firm's overall experience in completing large-scale IT projects with a focus on providing detailed information on approach to all phases of projects with respect to costs as well as maintaining schedule. Include data on change orders/contract addendums as a percentage of total cost as well as total amount for all change orders in each project for which information is provided. *2,812 character limit.*

Attachment C
Evaluation Criteria Form: Task Order Implementation Approach
(continued)

2) Describe the methods your firm implement to quickly understand the scope of an assigned task order as issued by a SAWS Project Manager and the steps to quickly determine the hours required to complete task order and deliver a lump sum price per task. *1,368 character limit.*

3) Identify your firm's approach to facilitating the regulatory process, including county, state, and federal agencies as may be required by SAWS projects. *1,368 character limit.*

Attachment C
Evaluation Criteria Form: Task Order Implementation Approach
(continued)

4) Describe any potential alternative innovative approaches to accomplishing the assigned task orders. *1,368 character limit.*

5) Provide an approach on how your firm would provide the IT services required when multiple task orders are issued concurrently. *1,368 character limit.*

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**Attachment D
INTENT TO SUBMIT FORM**

This form is not a required form in order for a Respondent to submit a proposal in response to this RFQ. Rather, it will assist SAWS in determining the number of Respondents who are interested in submitting.

If your firm does intend to submit a proposal, please complete the below information and send to the point of contact Jessica Goforth, Contract Administrator via email to:

 Jessica.Goforth@saws.org

Submit no later than **4:00 p.m., March 1, 2018.**

Indicate which areas of expertise your firm intents to submit for:

☐   Enterprise Databases

☐   IT Infrastructure

☐   Application Development Service Provider

☐   Information Security Services

☐   Networking

☐   Custom Application Development and Cloud Platforms

Company Name: _____

Name: _____

Signature: _____

Title: _____

Telephone No: (____) _____

E-mail: _____

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