AMENDMENT # 2

DATE: June 7, 2010

TO: All Bidders of Record

FROM: Gil Rivera, Buyer

SUBJECT: Amendment #2 to P-299, “Microsoft Consultant Services”

This amendment becomes part of the Contract Documents and modifies the original bidding documents as noted below:

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E.

1. QUESTION: What is the estimated start date for this project after award?
   
   ANSWER: Mid July through end August 2010.

2. QUESTION: Section 2.1.2: Please identify the Content Management System referred to in this section
   
   ANSWER: The Content Management System (CMS) is a component of Sungard’s Luminis Suite. It is based on Documentum.

3. QUESTION: Section D, 2: How does CNM propose to address the seven (7) person interview limit if it is determined that more than 7 interviews are required.

   ANSWER: CNM identified seven (7) interviews which is two more than the size of the project team. The project team is inclined to keep the interviews limited to no more than 7.

4. QUESTION: Does CNM have any plans to change their current hardware configuration, i.e. upgrading to new OS, adding additional capacity, outside of what may be proposed in the project

   ANSWER: Yes. CNM remains open to vendor recommendations in this area. CNM does see value in creating a parallel environment for this project.
5. **QUESTION:** Please define CNM’s current hardware configuration, i.e. OS, network, etc.

   **ANSWER:** The SharePoint Environment has two (2) web servers and two (2) application servers. All servers have Xeon 2.33Ghz processors with 4GB of ram. All Servers are running MS Server 2003r2 SP2. The deployment is published by an ISA 2006 array for both internal and external users. SharePoint version12.0.0.6129.1000, MOSS Enterprise 2007 SP1. Office 2007 Professional (Desktop users; 2-3% of these are MAC users). Windows XP Professional SP2 (Desktop users).

6. **QUESTION:** Is there a possibility of extending the proposal submission date?

   **ANSWER:** The Due date & Time has been extended to Friday, June 18, 2010, 3PM MDT.

7. **QUESTION:** Section 3.5.3.4: The RFP calls for an “…. ‘hourly rate’ inclusive of all costs proposed for services…..” How does CNM want Offerors to describe non-labor costs such as travel, lodging, etc.

   **ANSWER:** Vendors shall include travel requirements, if any, in their proposal. Offers including travel requirements shall adhere to CNM’s Travel, Lodging and Meal Policies:

   Actual expenses for lodging and meals may not exceed the following:
   - **Lodging:** may not exceed $250 per day for a single room
   - **Meals:** may not exceed $30 in-state; $45 out-of-state per day
   - **Mileage.** Travel by personal vehicle shall be reimbursed at the rate of $0.32 per mile. The number of miles to be reimbursed shall be determined in accordance with an official road map mileage chart, by established distances between CNM campuses and/or sites, or by odometer reading if map mileage chart is not available for localities involved. The amount reimbursed shall not exceed the total lowest reasonable commercial air fare to the same destination. Mileage reimbursement is not allowed for vendors in the Albuquerque Metro area.
   - **Air Fare.** Air transportation shall be reimbursed at the lowest reasonable air fare available at the time tickets are purchased.
   - **Vehicle Rental.** Vehicles may be rented for official College business subject to the following conditions:
     1. The need for vehicle rental shall be justified and documented on the travel request.
     2. Rental of a vehicle for use within 150 miles of the CNM Main Campus shall normally be prohibited. Exceptions must be justified in writing and approved by the vice president for administrative services.
     3. A rented passenger vehicle should be of the type, size and cost range which represents a reasonable expenditure for CNM without sacrificing safety and reasonable comfort.
        a. Normally a vehicle in the mid-sized price range should be used.
        b. Written justification must be provided when the size or cost of a rental vehicle exceeds the normal usage provisions.
   - **Prohibited Expenses:**
     1. Reimbursement for alcoholic beverages shall not be allowed.
     2. Entertainment and telephone calls unrelated to business shall not be reimbursed.

   Appropriate documentation of each expense must be submitted.
8. **QUESTION:** In the cost section it asks for an hourly rate and also asks for a total cost for all services. The cost for all services implies that you are looking for a quote for the hours to do the work. If so, are you looking for a fixed price quote for all of the Phase I and Phase II work?

**ANSWER:** Yes. CNM does not anticipate that there should be any expenses other than labor; however, any travel or other expenses shall be clearly identified in the Vendor response. Any additional work or expense not identified in the Vendor response shall be the Offeror’s responsibility. CNM’s expectation is that there will be a firm price proposal based on the labor rate(s) and any other expenses needed to perform the work.

For example:
Twelve (12) hours Microsoft Certified Master (MCM) at XX/hr
Twenty (20) Engineer I at XX/Hr
Nine (9) hours Engineer II at XX/Hr
Thirty (30) hours Project Manager at XX/Hr
Etc.

9. **QUESTION:** The RFP also states in section 2.1.1 that additional Microsoft consulting services may be requested on an as-needed basis. Since this work is not specified, will the cost for this be evaluated based on the hourly rate?

**ANSWER:** Yes – See response to 8 above. CNM will develop a Statement of Work and allow the awarded Price Agreement holders the opportunity to provide a cost based on the SOW and vendor resources required to perform the work. Any travel or other expenses shall be clearly identified in the Vendor response. Any additional work or expense not identified in the Vendor response shall be the Offeror’s responsibility.

10. **QUESTION:** The RFP title is “Microsoft Consultant Services.” Microsoft has a branch of the company with this same name that provides these types of services. Does this mean that you are specifically looking for a Microsoft Consultant to perform these services?

**ANSWER:** No. CNM’s intent is to identify consultant(s) with Microsoft Certifications and demonstrated experience to assist with Microsoft projects at CNM.

11. **QUESTION:** For Phase II, will the vendor be working with CNM staff on the implementation? If so, can you please let us know how many staff members will be working on this, their role and the amount of time they will be able to devote to this task?

**ANSWER:** CNM has an IT Technical staff that can assist with this project that includes Microsoft Systems Administration Staff (5); Network Administration Staff (3); Web Team (4). The intent of this RFP is to target a vendor with Microsoft Certifications and demonstrated experience in Microsoft SharePoint Portal to work with (lead) our staff in the deployment of this product. CNM does not know how many resources and what resources will be required to perform this project however, working with our Web Team, the vendor will have access to these resources as required to perform the project.
12. QUESTION: In the cost section it asks for an hourly rate and also asks for a total cost for all services. The cost for all services implies that you are looking for a quote for the hours to do the work. If so, are you looking for a fixed price quote for all of the Phase I and Phase II work?

ANSWER: See responses to Questions 7, 8, and 9.

13. QUESTION: We know that CNM as an educational institution recognizes that passing a class does not necessarily mean that an individual, without the requisite experience, is qualified to perform the particular job pertaining to the class. As such, the RFP refers to CNM utilizing Microsoft certified SharePoint staff for the work. Is it required that the proposed staff must be certified or can experience be substituted for the certification?

ANSWER: No. Experience shall not be allowed in lieu of certification.

14. QUESTION: If SharePoint certification is required, can this certification be demonstrated at the time of contract award?

ANSWER: No. Proof of certification must be submitted with the Offeror’s response.

15. QUESTION: How many staff members does CNM anticipate will be involved in Phase I? What will be the role of each of these staff members and how much time does CNM anticipate that staff members will devote to this project?

ANSWER: See response to question 11.

**Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E.**

The Due date & Time has been extended to Friday, June 18, 2010, 3PM MDT. All other specifications, terms and conditions remain unchanged.