Department of Information Resources

Request for Offer
DIR-CPO-TMP-444

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Issued: December 20, 2019

Initial Responses Due: February 3, 2020 02:00 PM (CT)

Table of Contents

1. INTRODUCTION 1

1.1. Purpose 1

1.2. Background 1
1.2.1 Information Technology Acquisition 1
1.2.2 Texas Government Code, Section 2157.068 2
1.2.3 Cost Avoidance Performance Measures 2
1.2.4 Cost Recovery 3
1.2.5 Historical Sales 3
1.2.6 Current Contracts 3

2. VENDOR INFORMATION SYSTEM (VIS) PORTAL - BIDSTAMP 3

2.1. Solicitation Response Requirement 4

2.2. VIS Account Request Process 4

3. SCOPE 4

3.1. Products and Services 4
3.1.1 Pricing 7

3.2. Related Services 9

3.3. Emerging Technologies 9

3.4. Texas Natural Resources Information System (TNRIS) Coordination Requirements 10

3.5. Threshold and SOW Requirements 10

3.6. Electronic and Information Resources (EIR) Accessibility 11

3.7. Form of Contract 12
3.7.1 Sample Contract and Terms Negotiation 12
3.7.2 Proposed Changes and Exceptions 12

4. GENERAL INFORMATION 13

4.1. Point of Contact 13

4.2. Contact with DIR Staff 13

4.3. Anticipated Schedule 13
4.3.1 RFO Schedule 13
4.3.2 Vendor Conference 14

4.3.3 Written Questions and Official Answers 14

4.4. Historically Underutilized Businesses 15
4.4.1 HUB Subcontracting Plan 15
4.4.2 HUB Continuing Performance 15
4.4.3 HUB Resources Available 16

4.5. Vendor Qualifications 16
4.5.1 Authorized Vendors 16
4.5.2 Federal Requirements 16
4.5.3 Vendor Performance and Debarment 17
4.5.4 Required Vendor and Subcontractor Current and Former State Employee Disclosures 17
4.5.5 Cybersecurity Training 18

4.6. Response Deadline and Submission Requirements 18
4.6.1 Official Timepiece 18

4.7. Response Format and Contents 18
4.7.1 Mandatory Response Contents 18
4.7.2 References 19
4.7.3 Accessibility of Electronic Response Documents 20

4.8. Rejection of Responses 20

4.9. Right to Amend or Withdraw RFO 20

4.10. Ownership of Responses 20

4.11. Public Information 20

5. EVALUATION, NEGOTIATIONS, AND AWARD 21

5.1. Evaluation of Responses 21

5.2. Evaluation Criteria 21
5.2.1 Pass/Fail Criteria 21
5.2.2 Weighted Evaluation Criteria 22

5.3. Oral Presentations, Best and Final Offer 22

5.4. Negotiations 22

5.5. Award of Contract 22

5.6. Vendor Protest Procedures 22

Exhibit A – Vendor Information Form

Exhibit B – Vendor History and Experience

Exhibit C – Contract Marketing and Support Plan

Exhibit D – Historically Underutilized Business (HUB) Subcontracting Plan

1. Introduction

1.1. Purpose

The purpose of this Request for Offer (RFO) is to solicit responses from potential Vendors to provide Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services to the State of Texas, acting by and through the Department of Information Resources (DIR).

As a result of this RFO, DIR expects to receive and evaluate responses and select one or more qualified Vendors with whom to enter into negotiations. Section 5 of this RFO contains more information regarding the response evaluation and Vendor selection process. DIR reserves the right to make a single award or multiple awards from this RFO. All contracts awarded shall be indefinite quantity contracts with no minimum guarantees of any purchases.

As a result of this RFO, DIR expects to create a contract vehicle that satisfies statewide procurement requirements for Geographic Information Systems (GIS) and Information Technology (IT) Based Surveying contracts and improves the efficiency of the procurement process by shortening the time required to procure Geographic Information Systems (GIS) and Information Technology (IT) Based Surveying Products.

As part of DIR's initiatives to identify strategic sourcing opportunities, DIR reserves the right to make a single award or multiple awards as determined by DIR to achieve the highest overall best value to the state.

1.2. Background

1.2.1 Information Technology Acquisition

Through its Cooperative Contracts Program, DIR assists state agencies and local governments (Customers) with cost-effective acquisition of their information resources by negotiating, managing, and administering contracts with information technology providers. Customers include any Texas state agency, unit of local government, or institution of higher education as defined in Texas Government Code, Section 2054.003; the Electric Reliability Council of Texas, the Lower Colorado River Authority, a private school, as defined by Section 5.001, Education Code, a private or independent institution of higher education, as defined by Section 61.003, Education Code, a volunteer fire department, as defined by Section 152.001, Tax Code, or a public safety entity, as defined by 47 U.S.C. Section 1401, or a county hospital, public hospital, or hospital district; those state agencies purchasing from a DIR contract through an Interagency Agreement, as authorized by Texas Government Code, Chapter 771; any local government as authorized through Texas Government Code, Chapter 791; the Interlocal Cooperation Act; the state agencies and political subdivisions of other states as authorized by Texas Government Code, Section 2054.0565; and for non-telecommunications IT Commodity products and services, "assistance organizations" defined in Texas Government Code, Section 2175.001.

DIR combines the buying power of authorized Customers to obtain volume-discounted

pricing for selected technology products and services. In addition to offering volume-discounted pricing, DIR created the Cooperative Contracts (Co-op Contracts) Program to make it easier for Customers to acquire these products and services. Customers place orders with and issue payments directly to the Vendors participating in the Co-op Contracts Program. Subject to DIR rights set forth in Sections 3.8 and 3.9 of this RFO, DIR will award and negotiate base contract documents with Vendors as a result of this RFO. Customers contact the Vendor for product and/or services and pricing information, negotiate their own service level agreements and additional terms and conditions, if any, and send their purchase orders (with the DIR contract number) and payments directly to the participating awarded Vendor, not to DIR. Information regarding the Co-op Contracts Program is located on DIR's Web site at http://dir.texas.gov/View-About-DIR/Pages/Content.aspx?id=41.

1.2.2 Texas Government Code, Section 2157.068

Texas Government Code, Section 2157.068, effective September 1, 2005, requires State agencies to buy commodity items, as detailed below, in accordance with contracts developed by DIR, unless the agency obtains an exemption from DIR.

Commodity items are commercially available software, hardware and technology services that are generally available to businesses or the public and for which DIR determines that a reasonable demand exists in two or more state agencies. Hardware is the physical technology used to process, manage, store, transmit, receive or deliver information. Software is a commercially available program that operates hardware and includes all supporting documentation, media on which the software may be contained or stored, related materials, modifications, versions, upgrades, enhancements, updates or replacements and may include Software provided as a service. Technology services are the services, functions and activities that facilitate the design, implementation, creation, or use of software or hardware. Technology services include seat management, staff augmentation, training, maintenance and subscription services. Seat management is a service through which a state agency transfers its responsibilities to a Vendor to manage its personal computing needs, including all necessary hardware, software and technology services.

Technology services do not include telecommunications services. Any service awarded under the TEX-AN Next Generation Procurement, RFO number DIR-TEX-AN-NG-001 is excluded. The following services were awarded under the TEX-AN Next Generation Procurement: Long Distance Services, Internet Services (including SOHO), Voice over Internet Protocol (VoIP), Local Voice Service, Wireless Service, Fixed Satellite and Access and Transport.

Institutions of higher education, K-12, and local governments are not required to purchase IT commodities from DIR, but may do so voluntarily. Information regarding Texas Government Code §2157.068, including processes and guidelines, is located on DIR's Web site at:

http://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=25

1.2.3 Cost Avoidance Performance Measures

As part of its performance measures reported to state leadership, DIR must show the cost avoidance realized by the State for the products and services obtained under DIR

contracts. Cost avoidance is the difference between the negotiated DIR contract price and the prevailing market price.

1.2.4 Cost Recovery

DIR recovers the costs of negotiating, executing, and administering the Co-op Contracts through an administrative fee. DIR is authorized to charge a reasonable administrative fee to all customers per Section 2157.068(d) of the Texas Government Code. The administrative fee must be included in the Vendor's price to the customer and paid to DIR by the Vendor. The fee has been set at a not-to-exceed level of 2.00% by the current appropriations act of the State Legislature. For the purposes of responding to this RFO, the administrative fee of 0.75% shall be used in calculating the pricing specified in Bid Package 2. DIR may change the administrative fee at any time during a contract term. DIR will notify Vendors of any change in the administrative fee.

1.2.5 Historical Sales

Contracts negotiated and managed through the Cooperative Contracts Program resulted in over $5 billion in Customer purchases for the past three (3) fiscal years combined. Information contained within the table below shows the total purchases for the past three (3) fiscal years by Customer segment. These purchases represent contracts that are hardware, software, and services related. The State's fiscal year runs September 1st through August 31st.

	2017	2018	2019
Assistance Org		$3,708.00	
Higher Ed	$172,641.94	$159,555.82	$121,837.38
K-12		$1,936.00	
Local Government	$3,417,601.59	$9,530,982.28	$9,901,529.81
State Agency	$3,318,813.40	$5,305,300.57	$4,440,662.54
Total:	**$6,909,056.93**	**$15,001,482.67**	**$14,466,247.64**

1.2.6 Current Contracts

DIR currently has eighteen (18) Vendors to provide the Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services. The volume of products sold through the contract[s] for three years was approximately $36,376,787.24.

2. Vendor Information System (VIS) Portal - BidStamp

DIR's BidStamp Vendor Information System (BidStamp VIS) provides prospective bidders (Vendors) with the ability to create a profile that supports the key functions required during the solicitation response process. The high-level processes associated with the portal include vendor account/profile creation, vendor contact creation, vendor account management, and response submission. In addition to the account management and solicitation response capabilities enabled by the BidStamp VIS portal, Vendors will be able to view open solicitations and additional information about DIR.

2.1. Solicitation Response Requirement

Any Vendor responding to this RFO must submit their response through the BidStamp VIS. Persons with disabilities who seek accommodation, under the Americans with Disabilities Act (ADA), in responding to this solicitation may contact DIR at the point of contact in section 4.1 of this solicitation. Please allow at least five business days for response.

2.2. VIS Account Request Process

Before users can access any of the BidStamp VIS portal functionality, they will be required to provide login credentials to access a new or existing account. Vendors will access the BidStamp VIS Portal via http://dircommunity.force.com/BidStamp and enter in their access credentials. If a Vendor does not yet have login credentials, it will request one by clicking on "Are you a vendor and need to request an account?" button that is located on the login page.

Instructions for VIS account access and using the BidStamp VIS portal to submit solicitation response can be found on DIR's website Information for Vendors page.

3. Scope

3.1. Products and Services

DIR intends to contract to provide Geographic Information Systems (GIS) and Information Technology (IT) Based Surveying products and services. Products currently on DIR contract may be considered within scope of this solicitation only if those products are a component of a more comprehensive Geographic Information Systems (GIS) and/or Information Technology (IT) Based Surveying solution. The purpose of this Request for Offers (RFO) is to encourage qualified vendors to submit specific pricing for Geographic Information Systems (GIS) and/or Information Technology (IT) Based Surveying products and services, including but not limited to:

A. GIS HARDWARE PRODUCTS

1. GIS data collectors, including Global Navigation Satellite System (GNSS) enabled units running GIS software.
    - i. Handhelds
    - ii. Tablets
    - iii. Smart Antennas
    - iv. Imaging Devices
        - a. Unmanned Aircraft Systems (UAS)/Drones
        - b. Land vehicle mounted
        - c. Water based vehicle mounted
        - d. Pole cameras
2. 3D Laser Scanners
3. 3D Displays/Monitors
4. Subsurface scanners
5. Real-time kinematic and post-process kinematic global positioning systems and sensors (RTK-GPS) for positional data collection

B. GIS SOFTWARE PRODUCTS:

1. Software for office use
2. Software for field use
3. Indoor location tracking and wayfinding inside of buildings
4. Data collection, maintenance, visualization, analysis and sharing
5. Data processing software
    i. Geospatial Artificial Intelligence (AI)
        a. Analysis
        b. Computer vision
        c. Change detection
6. Database management system (DBMS) software
7. Software for geographic query, analysis, and visualization
8. Building Information Modeling (BIM) and Computer-aided Design (CAD) integration
9. Graphical user interfaces (GUIs)
10. Multiple GIS platforms integration
11. Web based applications to connect users to GIS information
12. Collaboration, community, and stakeholder engagement
13. Leveraging of Artificial Intelligence (AI), Internet of Things (IoT) technologies, and Deep Learning for GIS applications
14. 3D GIS Modeling
15. 4D GIS Modeling (3D geospatial + time component)
16. Cloud applications

C. GIS SERVICES

1. Maintenance and support services for GIS hardware and software
2. Training, education and knowledge base transfer for GIS hardware and software
3. Data subscription services
4. Data analysis and reporting
5. Data needs/optimization assessment
6. Data Creation (digitization)
7. Database Management
8. Artificial Intelligence application development for GIS user interfaces, process automation and machine learning applications
9. Geometric networks (modeling common networks and infrastructures, such as pipelines and electrical lines)
10. Topological, hydrological and cartographic modeling
11. Photogrammetry (measuring through use of photographs)
12. Hydrographic Surveying
13. Bathymetric Surveying
14. Feature Extraction and Derivative Data Creation
    i. Map overlay creation (2D, 3D, and 4D), such as property parcels, facilities, utilities, corridors, and other governmental boundaries and public infrastructure
    ii. Planimetric mapping (manmade and natural features, such as roads, lakes, and buildings)
    iii. Vegetation Rasters and Vectors

15. Geostatistics
16. GIS application development
17. GIS assessment, health check
18. Development of web-based interfaces
19. Imagery as a service
20. LiDAR processing
    i. Indoors
    ii. Outdoors
    iii. 2D
    iv. 3D
    v. 4D (3D geospatial + time component)
21. LiDAR data classification
22. PhoDAR mapping
23. Data Conversion
    i. CAD to GIS
    ii. ETL (Extract Transform Load)
    iii. Coordinate System (Projections) transformation
    iv. Formatting
24. Geocoding and reverse geocoding
25. Web base application development
26. Global Position Services
27. 3D Point clouds
28. GIS Managed Cloud Services
29. Web Mapping Services
30. IT systems and GIS integration
31. GIS training, education, and knowledge base transfer
32. Aerial imagery Interpretation
33. Field data collection
34. Georeferencing
35. Change detection
36. Direct-downlink and delivery services, including but not limited to:
    i. Ground to mobile ground terminals
    ii. Direct access service
    iii. Direct to cell phones, ships and aircraft

D. GEOSPATIAL PRODUCTS

1. Datasets
    i. Spatial Datasets
    ii. Aspatial Datasets (non-spatial data that can be associated to geographic locations, such as demographic, socio-economic, business, and other such data)
    iii. Datasets of governmental boundaries and public infrastructure
    iv. Land parcel datasets
    v. Address locator datasets
    vi. Socioeconomic and demographic datasets
2. Imagery obtained using land or water-based vehicles
3. Satellite Imagery
    i. Archive

        ii. Tasking
    4. Orthoimagery
        i. Acquisition and Processing
            a. Manned aerial platform
            b. Unmanned Aircraft Systems (UAS)/Drones
    5. Oblique Imagery, Historical Imagery and Maps
    6. Georeferenced spatial datasets
    7. Lidar data
        i. Acquisition and Processing
            a. Manned aerial platforms
            b. Unmanned Aircraft Systems (UAS)/Drones
    8. PhoDAR data
    9. 2D, 3D and 4D models
    10. Other sensor data, including but not limited to:
        i. Electro-optical
        ii. Synthetic aperture radar
        iii. Hyperspectral
        iv. Geomagnetic field
        v. gravity field
        vi. sonar
        vii. other emerging sensor technologies

E. IT Based Surveying Hardware, Software and Related Services

1. Surveying robots
2. Global Positioning System (GPS) surveying equipment and systems
3. Digital measuring equipment
4. Surveying instruments and kits
5. Total survey stations
6. Surveying software and services related to the support of the hardware and software

3.1.1 Pricing

Any Vendor responding to this RFO must submit specific pricing for the products requested herein. For the purposes of obtaining pricing and evaluating the responses to this RFO, the products and related services, if any, shall be priced and discounted as instructed in this solicitation number DIR-CPO-TMP-444. All products for Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services may be made available through a Contract.

Vendors must submit pricing on DIR's Automated Pricing Form in the BidStamp VIS. Failure to respond as instructed may result in Vendor's offer being disqualified from further evaluation.

1. Discount Sheet: The products will be categorized as provided on the spreadsheet titled "Discount Sheet." Vendors must offer only one discount for each Product Category listed. The discount for each product category will be applied to all products within the product category to determine the net DIR Customer price. The price to the DIR Customer shall include all shipping and handling fees.

2. Pricing Sheet: A representative sample of products has also been included on the spreadsheet titled "Pricing Sheet." Vendor must offer only one price for each product listed. The price to the DIR Customer shall include all shipping and handling fees. This is a representative sample only. All products named in this RFO may be made available through a Contract.

3. Pricing Sheet/Bid Stamp VIS portal: The products will be categorized as provided on the spreadsheet tab titled "BidStamp Brand Average Sample." Vendors must offer only one discount for each Product Category listed. The discount for each product category will be applied to all products within the product category to determine the net DIR Customer price. The price to the DIR Customer shall include all shipping and handling fees. BidStamp fields include:

   - **Product Category** (Item description) Example: GIS Hardware
   - **Product Sub-Category** (Product type)) Example: 3D displays
   - **Brand Example**: Trimble, Esri, etc. NOTE: **Brand name must be submitted as spelled in the general marketplace**. (Example: HoverCam is correct. Hover Cam is incorrect)
   - **Product Description**: if line item is a <u>service</u> enter N/A
   - **Service Description**: if line item is a <u>product</u>, enter N/A
   - **Service Category Example**: maintenance, technical services, managed services, training, customization services, etc.
   - **Product/Service Part Number**: if providing detailed line item provide a product or service number, if not, enter N/A
   - **Manufacturer**: check if vendor is the manufacturer
   - **Reseller**: check if vendor is an authorized reseller of the line item
   - **MSRP:** provide MSRP if providing detailed line item or N/A if offering brand discount
   - **Discount off MSRP**: provide discount for detailed line item. Provide average discount for each brand.
   - **Service zone***:* Example: Austin area, DFW area, Statewide
   - **Unit**: See examples on Bid Package 2, tab 2*.*

4. Pricing Sheet/Bid Package 2 – Brand Product Detail tab 2: A representative sample of products has also been included on the spreadsheet tab titled "Product & Services Detail". Vendor must offer only one price for each product listed. In addition to entering pricing information on DIR's vendor pricing form in BidStamp VIS, vendor must also upload proposed catalog (Tab 2 of Bid Package 2) of products/services/solutions with pricing and discounts that vendor is proposing on this RFO.

   Note: The Vendor's average discount calculation entered in Bid Package 2 must match the discount entered in the BidStamp pricing sheet. DIR may disqualify brand(s) proposed if a discrepancy is found.

3.1.1.1 Volume Pricing

1) Volume Pricing: DIR encourages Vendors to offer VOLUME pricing for specific Products and/or Services on the spreadsheet tabs of Bid Package 2, Pricing Index.

2) In addition to VOLUME pricing for specific Products and/or Services, DIR encourages Vendors to propose increased discount based on total statewide aggregate contract sales for Products and Services. See Instruction tab in Bid Package 2, Pricing Index for volume pricing instructions.

3.1.1.2 Leasing

In addition to purchases, DIR and any Vendor awarded a Contract as a result of this RFO may agree to provisions that allow leasing of the products offered under the resulting Contract.

DIR is not soliciting Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services for the agency. DIR establishes statewide master contracts for use by DIR eligible customers. DIR competitively bids for information technology products and services.

Customers must identify their own needs, then contact an awarded DIR Vendor and obtain a price quote for products/services. Customers may submit a statement of work or purchase order to the Vendor when obtaining a quote based on their needs. The Customer makes the best value determination and issues a purchase order directly to the Vendor.

This RFO is **not** a solicitation for professional or consulting services as defined in Chapter 2254, Texas Government Code.

3.2. Related Services

Related services are any value-added service that Vendor may perform as related to the products proposed in Section 3.1. Related services include but are not limited to: product installation, maintenance and technical support, project management, managed services and product training. Any Vendor offering product-related services must submit a description of those services and the related pricing in the Automated Pricing Form in the BidStamp VIS.

This RFO is **not** a solicitation for professional or consulting services as defined in Chapter 2254 of the Texas Government Code. See https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2254.htm

3.3. Emerging Technologies

DIR recognizes that technology is ever-evolving and advancing. DIR reserves the right to consider the addition of emerging technology such as next generation, enhancements and upgrades for products or services that are within the scope of DIR-TSO-TMP-444. Vendor may propose such products and services throughout the term of the contract. In order to meet the needs of DIR customers, DIR may request the addition of products and services within scope of DIR-TSO-TMP-444 by augmenting the original solicitation through a competitive bidding process. Pricing and terms will be negotiated upon DIR agreement. Any determination will be at DIR's sole discretion and any decision will be final.

3.4. Texas Natural Resources Information System (TNRIS) Coordination Requirements

Sec. 16.021 of the Texas Water Code established TNRIS as the centralized clearinghouse for the state's geographic data and resources. TNRIS coordinates the state's acquisitions of imagery, lidar, and land parcel and address points. All DIR vendors must comply with Texas Administrative Code Chapter 205 Geographic Information Standards, which outlines technical standards for state agency geographic datasets and geographic information systems users and developers. For more information on Texas Administrative Code Chapter 205, visit https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=205.

For Products (e.g. hardware, software) and/or Product Related Services (maintenance services for hardware or software), Customers shall identify their own needs for Services, Products and Product Related Services and communicate directly with DIR Vendors to submit statements of work, obtain price quotes, or issue Purchase Orders. Pricing shall be in accordance with Appendix C, Pricing Index, of the DIR Vendor's contract. Customers may negotiate for a lessor amount.

For Geospatial Products (i.e. outputs of GIS hardware, software and services, such as datasets, lidar, and imagery), Customers shall first contact the TNRIS Strategic Mapping Program at StratMap@twdb.texas.gov before submitting a statement of work, obtaining quotes or issuing Purchase Orders to DIR Vendors.

Customers that procure a public domain dataset (Geospatial Products that do not require a license) must make the dataset available to TNRIS, which will make the datasets available to other agencies, institutions of higher education, and the public.

All non-proprietary geographic datasets must be made available in at least one digital format that is recognized by the most commonly used geographic information systems. This does not preclude Customers from obtaining geographic datasets in other data formats. TNRIS should be consulted for guidance needed on acceptable dataset formats.

3.5. Threshold and SOW Requirements

State Agency Customers (not including institutions of higher education), must adhere to the requirements of Texas Government Code 2157.068 relating to DIR Cooperative Contracts. Texas Government Code 2157.068 requires state agencies to adhere to the following purchasing thresholds:

Threshold Requirements for IT Commodities (Hardware, Software and Services)

Contract Value	Number of DIR Vendors
$50,000 or less	May award directly to DIR Vendor of choice
$50,000.01 to $1,000,000.00	Three (or all DIR Vendors in a category with less than three vendors)
$1,000,000.01 to $5 million	Six (or all DIR Vendors in a category with less than six vendors)
More than $5,000,000.01	Agencies must conduct an independent procurement and cannot use DIR Cooperative Contracts

In addition, TGC Section 2157.0685 requires that state agencies procuring more than $50,000 worth of services from DIR Contracts must submit their draft and final Statements of Work to DIR for review and approval prior to making payment to a Vendor.

Threshold and SOW review and signature processes do not apply to Institutions of higher education, K-12, local governments, assistance organizations, or out-of-state customers.

3.6. Electronic and Information Resources (EIR) Accessibility

Under Texas Government Code, Chapter 2054, Subchapter M, and DIR implementing rules, DIR state agency and Institution of Higher Education Customers must procure EIR that complies with the Accessibility Standards defined in the Texas Administrative Codes 1 TAC 206, 1 TAC 213, and in the Worldwide Web Consortium WCAG 2.0 AA technical standard as applicable, and when such products or services are available in the commercial marketplace or when such products are developed in response to procurement solicitations.

Accordingly, **all Vendors must provide accurate Accessibility Conformance Reports (ACRs) created using the applicable sections of the Voluntary Product Accessibility Template® (VPAT®) Revised Section 508 Edition (Version 2.3 or higher) or links to ACRs located on manufacturer websites for Commercial Off the Shelf (COTS) products, including Software as a Service (SaaS), for each product or product family (as applicable) included in the submitted pricelist. Instructions on how to complete this document are included in the template itself. ACRs based on earlier versions of the VPAT® template will be accepted if such competed ACRs already exist, and there have been no changes to the product / service since the time of the original document completion.**

Vendors claiming that a proposed product or family of products is exempt from accessibility requirements must specify the product(s) as such in "Notes" located in the product information section of the VPAT v.2.3 or higher, or as an additional note in the product information section of older VPAT versions of the form, specifying each exempt product or product family with a supporting statement(s) for this position. Instructions on how to complete a VPAT® can be found on DIR's website.

- **For Consumer Off the Shelf (COTS)** products, including Software as a Service (SAAS), a completed, accurate **Voluntary Product Accessibility Template (VPAT)** for each product or service included in the submitted pricelist.

  Vendors who do not already have accessibility documentation should complete the form located here: http://www.itic.org/public-policy/accessibility. Vendors that claim their products are exempt from accessibility requirements must present that position to DIR as a question during the question and answer period of the solicitation.

- **For non-COTS offerings** (such as IT related development services, services that include user accessed, online components, etc.) Vendors must complete a **Vendor Accessibility Development Services Information Request (VADSIR) Questionnaire** (Bid Package 5) which documents Vendor's capability or ability to produce accessible electronic and information resources.

Additionally, vendors must ensure that EIR Accessibility criteria are integrated into key phases of the project development lifecycle including but not limited to planning, design, development, functional testing, user acceptance testing, maintenance; and report accessibility status at key project checkpoints as defined by DIR customers.

- In addition to the VPAT requirement, vendors **must** complete the **Policy Driven Adoption for Accessibility (PDAA) for Vendor Self-Assessment**. (Bid Package 6)

3.7. Form of Contract

3.7.1 Sample Contract and Terms Negotiation

Negotiation: The final terms and conditions of any contract awarded as a result of this RFO shall be agreed upon during negotiation. However, the minimum standard terms and conditions that shall be included in any awarded contract are contained in the **sample** *Contract for Products and Related Services* attached as "Bid Package 8" and the *Standard Terms and Conditions for Products and Related Services Contracts* attached as "Bid Package 3" to the posting for this RFO, requisition number DIR-CPO-TMP-444, on the Electronic State Business Daily, http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444.

3.7.2 Proposed Changes and Exceptions

Caution: Vendor's Response may be disqualified if their exceptions are excessive, or if they list exceptions to non-negotiable terms. Item 11 of Exhibit A contains the format for Vendor to note any exception to any provision, term, or condition specified in the *Contract for Products and Related Services and Standard Terms and Conditions for Products and Related Services Contracts*. Vendor should provide any proposed changes to contract language in redline in the "Proposed Language (redline)" column of the chart in Item 11 of Exhibit A. **Vendors may request exceptions to standard contract terms and conditions; however, (1) where noted, exceptions to certain terms and conditions will not be allowed. If Vendor is unable to comply with these provisions, the Vendor's response may be subject to disqualification from further consideration for this solicitation; (2) DIR in its discretion may or may not accept the Vendor's requested exceptions; and (3) material deviations (including excessive, additional, inconsistent, conflicting or alternative terms) may render the Offer non-responsive and may result in rejection of the bid.** An explanation as to why the Vendor cannot comply with the provision, term, or condition and proposed alternative language **must** be included in the response. If Vendor fails to note any exception, Vendor will not be allowed to request an exception upon award or at some later date.

DIR anticipates an initial contract term of two (2) years renewable automatically in one (1) optional two-year renewal and one (1) optional one-year renewal under the same terms and conditions, unless either party provides notice to the other party 60 days in advance of the renewal date stating that the party wishes to discuss modifications of terms or not renew. In the event of prolonged contract negotiations DIR may in its discretion offer Vendor a shorter contract term.

DIR reserves the right to make changes to the *Contract for Products and Services* or the *Standard Terms and Conditions for Products and Services Contracts* if it is in the best interest of the State to do so. Should this occur prior to the award of any contracts as a result of this RFO, any Vendors selected for negotiations will be notified.

4. General Information

4.1. Point of Contact

All communications regarding this RFO must be addressed in writing to:

Carrie Thomas
Department of Information Resources
300 W. 15th Street, Suite 1300
Austin, Texas 78701
Phone: 512-936-2353
Fax: 512-936-6896
Internet: carrie.thomas@dir.texas.gov

4.2. Contact with DIR Staff

Upon issuance of this RFO, employees and representatives of DIR other than the Point of Contact identified in Section 4.1 will not discuss the contents of this RFO with any Vendor or their representatives. **Failure of a Vendor and any of its representatives to observe this restriction may result in disqualification of any related response.** This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

4.3. Anticipated Schedule

4.3.1 RFO Schedule

It is DIR's intention to comply with the following schedule for this RFO. These dates represent a tentative schedule of events. DIR reserves the right to modify these dates at any time. Prospective Vendors will be notified of modifications to the schedule via the Electronic State Business Daily (ESBD) web site.

Date/Time	Activity
December 20, 2019	Publish RFO on Electronic State Business Daily (ESBD)
January 7, 2020 10:00am (CT)	Optional Vendor Conference
January 15, 2020 02:00pm (CT)	Deadline for submitting questions
January 24, 2020 02:00pm (CT)	Estimated date for posting answers to questions on the ESBD
February 3, 2020 02:00pm (CT)	Deadline for DIR to receive Vendor references
February 3, 2020 02:00pm (CT)	**Deadline for submitting responses to RFO**
February 4, 2020 – until completed	Evaluation of responses, oral presentations (if requested), negotiation and contract execution

4.3.2 Vendor Conference

The Optional Vendor Conference will be held on the date and time specified in RFO Section 4.3.1 above at the location listed below. Please bring a copy of the RFO to the Vendor Conference, as DIR will only supply a limited amount of copies.

William P. Clements (WPC) State Building
300 West 15th Street, Room 103
Austin, TX 78701

Webinar Information
A webinar will be held on the date and time specified in RFO Section 4.3.1 above.

To reserve a webinar seat, register at:

https://attendee.gotowebinar.com/register/4230968424881695501

After registering, you will receive a confirmation email containing information about joining the Webinar.

DIR will provide conference and webinar attendees with an opportunity to submit written questions at the conference. All questions submitted at the conference must reference the appropriate RFO page and section number. Although DIR may provide tentative verbal responses to questions at the conference, responses are not official until they are posted as an addendum to this RFO on the Electronic State Business Daily, http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444. DIR reserves the right to amend answers prior to the offer submission deadline.

Any addenda and/or amendment to this procurement solicitation will be posted as an addendum on the Electronic State Business Daily. It is the responsibility of interested parties to periodically check the ESBD for updates to the procurement prior to submitting a bid. Respondent's failure to periodically check the ESBD will in no way release the selected Vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFO.

4.3.3 Written Questions and Official Answers

Vendors shall submit all questions regarding this RFO through the BidStamp VIS. **Questions regarding this RFO will be accepted until the date and time specified above in Section 4.3.1, RFO Schedule.** Note: Texas observes Daylight Savings Time. Official answers will be posted as an addendum to this RFO, requisition number DIR-CPO-TMP-444 on the Electronic State Business Daily (ESBD), http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444. DIR reserves the right to amend answers prior to the offer submission deadline.

Any addenda and/or amendment to this procurement solicitation will be posted as an addendum on the Electronic State Business Daily. It is the responsibility of interested parties to periodically check the ESBD for updates to the procurement prior to submitting a bid. Respondent's failure to periodically check the ESBD will in no way release the selected Vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFO.

4.4. Historically Underutilized Businesses

The purpose of the Historically Underutilized Business (HUB) Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study. Each state agency must make a good faith effort to meet or exceed the goals identified below and assist HUBs in receiving a portion of the total contract value of all contracts that the agency expects to award in a fiscal year in accordance with the following procurement goals/percentages:

1. 11.2% for heavy construction other than building contracts;
2. 21.1% for all building construction, including general contractors and operative builders' contracts;
3. 32.9% for all special trade construction contracts;
4. 23.7% for professional services contracts;
5. 26.0% for all other services contracts;
6. 21.1% for commodities contracts.

It is the policy of DIR to make a good faith effort to achieve the annual program goals by contracting directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161.252(b), and HUB Rules promulgated by the Comptroller of Public Accounts (CPA), 34 TAC, Chapter 20.

HUBs are strongly urged to respond to this RFO. Under Texas law, state agencies are required to make a good faith effort to assist HUBs in receiving certain percentages of the total value of contract awards. Vendors who meet the qualifications are strongly encouraged to apply for certification as HUBs.

4.4.1 HUB Subcontracting Plan

DIR has determined that subcontracting is probable under any contract awarded as a result of this RFO. **The HUB Goal for this RFO is 26.0%. ALL VENDORS RESPONDING TO THIS RFO, INCLUDING THOSE THAT ARE HUB CERTIFIED OR THOSE WHO DO NOT PLAN TO SUBCONTRACT, MUST COMPLETE A HUB SUBCONTRACTING PLAN (HSP) IN ACCORDANCE WITH THE STATE'S POLICY ON UTILIZATION OF HUBs. THE HSP MUST BE INCLUDED AS PART OF THE RESPONSE TO THIS RFO. FAILURE TO COMPLETE THE HSP AS INSTRUCTED MAY RESULT IN DISQUALIFICATION OF THE RESPONSE FROM CONSIDERATION.** The State's Policy on Utilization of Historically Underutilized Businesses and HSP forms are available in the BidStamp VIS. Please review the HSP forms carefully and allow sufficient time to identify and contact HUBs and allow them to respond. Note that Vendors must demonstrate a good faith effort to contract with new HUBs if currently proposed HUBs have performed as subcontractors to the Vendor for more than five years. If the Vendor does not plan to subcontract, Vendor must state that fact in their plan. An **original, signed paper copy of the HSP must be uploaded into BidStamp VIS**. The completed plan shall become a part of the contract that may be awarded as a result of this RFO.

4.4.2 HUB Continuing Performance

Any contracts awarded as a result of this RFO shall include reporting responsibilities related to HUB subcontracting. Awarded Vendors may not change any subcontractor

without submitting a revised HUB Subcontracting Plan (HSP). Any change to a subcontractor and revised HSP must be approved in writing by DIR prior to implementation.

4.4.3 HUB Resources Available

A list of certified HUBs is available on the Texas Comptroller of Public Accounts (CPA) Website at: https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. For additional information, contact the CPA's HUB program office at StatewideHUBProgram@cpa.texas.gov. If Vendors know of any businesses that may qualify for certification as a HUB, they should encourage those businesses to contact the CPA HUB program office.

4.5. Vendor Qualifications

4.5.1 Authorized Vendors

Vendors who respond to this RFO must be one of the following:

1) Vendor who will sell directly to Customers through a Co-op Contract. Any proposing Vendor who is not the Manufacturer/Publisher must supply a signed letter from the Manufacturer/Publisher certifying that Vendor is an authorized reseller of Manufacturer's/Publisher's products to the agencies and political subdivisions of the State, including institutions of higher education, and may sell such products under the terms and conditions of the DIR Contract, in support of Vendor's proposal. Signed letters of authorization must be submitted with Vendor's proposal. **Failure to supply the letter may result in elimination of the related proposal from the solicitation process.**

2) Vendor who will execute a Co-op Contract with DIR and designate one or more qualified dealers or resellers or Order Fulfillers to sell directly to Customers on its behalf. Vendor may also sell directly to Customers. Vendors responding to this RFO must supply a signed letter from the Manufacturer/Publisher certifying that Vendor is an authorized reseller of Manufacturer's/Publisher's products to the agencies and political subdivisions of the State, including institutions of higher education, and may sell such products under the terms and conditions of the DIR Contract, in support of Vendor's proposal. Signed letters of authorization must be submitted with Vendor's proposal. **Failure to supply the letter may result in elimination of the related proposal from the solicitation process.**

4.5.2 Federal Requirements

1) State agencies are prohibited from doing business with terrorists and terrorist organizations. Any Vendor listed in the prohibited Vendors list authorized by Executive Order #13224, *"Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism",* published by the United States Department of the Treasury, Office of Foreign Assets Control (Terrorism List) shall not be awarded a Contract as a result of this RFO. Any Vendor awarded a Contract as a result of this RFO must agree that if at any time during the term of the contract the Vendor is listed on the Terrorism List, the Vendor shall promptly notify DIR. As part of DIR's contract management, periodic

checks will be performed to ensure any Vendor awarded a contract as a result of the RFO remains in compliance with these Federal Requirements. DIR shall have the absolute right to terminate the contract without recourse in the event Vendor becomes listed on the Terrorism List.

2) Should any Vendor or its principals awarded a Contract as a result of this RFO become suspended or debarred from doing business with the federal government as listed in the *System for Award Management (SAM)* maintained by the General Services Administration, the Vendor's contract will be terminated without recourse.
3) Vendor shall comply with the requirements of the Immigration and Reform Act of 1986, the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA"), and the Immigration Act of 1990 (8 U.S.C.1101, et seq.) regarding employment verification and retention of verification forms for any individual(s) hired on or after the effective date of the 1996 Act who will perform any labor or services under this Contract.
4) The **Education Department of General Administrative Regulations (EDGAR)** are the federal regulations that govern all federal grants awarded by the U.S. Department of Education on or after December 26, 2014. EDGAR encourages the use of cooperative agreements for procurement or use of common or share goods and services in order to foster greater economy and efficiency. DIR uses an open market competitive procurement process to award contracts as required by Texas Government Code 2054 and 2157. If Vendor provides evidence of its EDGAR compliance that DIR to the best of information and belief, finds to be satisfactory, then DIR may identify Vendor as certifying that all or a portion of Vendor's listings are EDGAR eligible, and DIR may then permit Vendor to so identify all or part of its offerings on Vendor's DIR website. In such cases, upon request from eligible DIR customer, Vendor must complete EDGAR certification affirmation forms to satisfy customer requirement.

4.5.3 Vendor Performance and Debarment

In accordance with 34 TAC, Chapter 20, Subchapter C, any Vendor that is debarred from doing business with the State of Texas will not be awarded a contract under this solicitation. The list of debarred Vendors is located on the CPA Web site at: https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php

4.5.4 Required Vendor and Subcontractor Current and Former State Employee Disclosures

Vendor shall disclose, for itself and on behalf of all of its Subcontractors, in its response to Section 12 of Exhibit A to the RFO, all of the following:

1) Any current or former employees of Vendor who will spend 20% or more of their time on a contract resulting from this RFO and are current or former employees of DIR within the past five (5) years;
2) Any proposed Vendor personnel assigned to work directly on any Contract to arise from this RFO 20% or more of their time who are related within two degrees of consanguinity of any current or former employees of DIR. Disclosure of former state employees may be limited to the last five (5) years; and
3) Vendor will certify that they are in compliance with Texas Government Code, Title

6, Subtitle B, Section 669.003, relating to contracting with the executive head of a state agency. If Section 669.003 applies, Vendor will complete the following information in order for the response to be evaluated: Name of Former Executive, Name of State Agency, Date of Separation for State Agency, Position with Vendor, and Date of Employment with Vendor.

4.5.5 Cybersecurity Training

In accordance with Section 2054.5192, Texas Government Code, for any contract with a state agency or institution of higher education, if Vendor, or a subcontractor, officer, or employee of Vendor, will have access to a state computer system or database, then Vendor shall ensure that such officer, employee, or subcontractor shall complete a cybersecurity training program certified under Section 2054.519, Texas Government Code, as selected by Customer state agency. The cybersecurity training program must be completed by such officer, employee, or subcontractor during the term of the contract and during any renewal period. Vendor shall verify to the Customer state agency are institution of higher education completion of the program by each such officer, employee, or subcontractor.

4.6. Response Deadline and Submission Requirements

Vendors are invited to submit responses in accordance with the requirements outlined in this document. Responses must be received by DIR on or before **the solicitation response due date listed in section 4.3.1. No late responses will be reviewed**. No facsimile or e-mail responses shall be accepted. No physical written responses will be accepted unless pre-approved and authorized by DIR in accordance with section 2.1 of this solicitation.

4.6.1 Official Timepiece

The clock in the DIR Purchasing Office at 300 W. 15th Street, 13th Floor, Room 1335, is the official timepiece for determining compliance with the deadline. All responses will be date and time stamped electronically in the BidStamp VIS or if accommodation is granted by DIR, when received by the Purchasing Office on the 13th floor.

4.7. Response Format and Contents

Per section 2.1 of this solicitation, any Vendor responding to this RFO must submit their response through the BidStamp VIS unless granted an accommodation by DIR by the appropriate deadline.

4.7.1 Mandatory Response Contents

VENDOR MUST PROVIDE THE ITEMS LISTED BELOW OR THE RESPONSE WILL BE REJECTED.

1) **Vendor Information – Exhibit A of this RFO**
   This form must be filled out in its entirety and signed by an officer or agent empowered to contractually bind the Vendor. Vendors Response should offer information to support its capability to provide the products and services requested in this RFO. Attachments 1 and 2 must be completed and submitted with the response if applicable per Item 21, Canceled Contracts.

2) **Vendor History and Experience - Exhibit B of this RFO**
Vendors Response should offer information to support its capability to provide the products and services requested in this RFO.

3) **Contract Marketing and Support Plan – Exhibit C of this RFO**
Vendor must provide a plan that describes the Vendor's ability and strategy for promoting and supporting the contract, if awarded.

4) **HUB Subcontracting Plan Forms – Exhibit D of this RFO**

All Vendors, **INCLUDING THOSE WITH HUB DESIGNATION AND THOSE THAT DO NOT PLAN TO USE SUBCONTRACTORS**, must submit a HUB Subcontracting Plan. **The HUB Subcontracting Plan Form is provided in the BidStamp VIS portal**. Refer to Section 4.4 for more information regarding HUB subcontracting. **Note: For the purposes of the HUB Subcontracting Plan, Order Fulfillers designated by a manufacturer or publisher to sell directly to Customers on its behalf are considered subcontractors. The signed copy of the HSP must be uploaded and submitted in the BidStamp VIS.**

5) **Pricing Forms – Automated Pricing Form and Bid Package 2 Itemized Pricing Sheet**
Vendors must submit the discount(s) of the offerings on Automated Pricing Form in the BidStamp VIS. Vendor must also upload the Itemized Price Sheet (Bid Package 2) in the BidStamp VIS. Refer to Section 3.1.1 for detailed instructions regarding the Pricing.

6) **Signed letter(s) from the Manufacturer/Publisher** certifying that Vendor is an authorized reseller of Manufacturer's/Publisher's products

7) **Software License Agreements and/or Service Agreements (if any)**
Vendor shall provide any Software License Agreements and/or Service Agreements that are applicable to the services Vendor is proposing. These Agreements must, at a minimum, allow and provide for inclusion of the terms and conditions of the *Contract for Products and Related Services* (Bid Package 8) and the *Standard Terms and Conditions for Products and Related Services Contracts* (Bid Package 3).

8) **Policy-Driven Adoption for Accessibility – Bid Package 6**
Vendors must provide the PDAA form (Bid Package 6) as requested in Section 3.6, Electronic and Information Resources (EIR) Accessibility, of this RFO.

9) **EDGAR Certification Form – Bid Package 7**
Vendors must provide the EDGAR Certification Form (Bid Package 7) as requested in Section 4.5.2, Federal Requirements, of this RFO.

4.7.2 References

Vendor must send the Vendor Reference Questionnaire to three (3) companies or government agencies. Instructions are included on the questionnaire. Vendor may submit the Vendor Reference Questionnaire to companies or government agencies through the BidStamp VIS. DIR is not responsible for undeliverable e-mails or for non-

responsive references. Vendor's references will be evaluated in accordance with Section 5.2.2. Include all requested information. References must respond to DIR on the form provided by the due date in order to be considered in proposal evaluation. The Vendor Reference Questionnaire form must be submitted directly from the reference to DIR. The Vendor may not submit the reference form to DIR. References may be contacted for clarification at DIR's discretion.

4.7.3 Accessibility of Electronic Response Documents

Vendor response documents should be submitted in a format that is accessible to people with disabilities. This can include, but is not limited to accessible Office, Adobe PDF, or other productivity document suite.

4.8. Rejection of Responses

DIR has sole discretionary authority and reserves the right to reject any and all responses received as a result of this RFO. Responses that do not comply with the mandatory submission requirements shall be rejected. In addition, DIR reserves the right to accept or reject, in whole or in part, any responses submitted, and to waive minor technicalities when in the best interest of the State.

4.9. Right to Amend or Withdraw RFO

DIR reserves the right to alter, amend or modify any provision of this RFO, or to withdraw this RFO, in whole or in part, at any time prior to the award of a contract if to do so is in the best interest of the State. DIR reserves the right to re-solicit for like or similar products and services whenever it determines re-solicitation to be in the best interest of the State.

Any changes or additional information regarding this RFO will be posted as an addendum to requisition number DIR-CPO-TMP-444 on the Electronic State Business Daily, http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444. It is the responsibility of Vendors to monitor the web site for addenda. Vendor's failure to periodically check the ESBD will in no way release the vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFO Pre-agreement Costs.

DIR shall not be responsible or liable for any cost incurred by any Vendor in the preparation and submission of its response to this RFO or for other costs incurred by participating in this procurement process.

4.10. Ownership of Responses

All responses become the property of DIR. DIR reserves the right to use any and all information or materials presented in response to this RFO. Disqualification of a Vendor's response does not eliminate this right.

4.11. Public Information

DIR is a government agency subject to the Texas Public Information Act. Responses submitted to DIR as a result of this RFO are subject to release as public information after contracts are executed

or if the procurement is terminated. Vendor may not mark its complete proposal "copyrighted" or mark every page as proprietary or confidential but if a Vendor believes that its response, or parts of its response, may be exempted from disclosure under Texas law, the Vendor must specify page-by-page and line-by-line the parts of the response that it believes are exempt. In addition, the Vendor must specify which exception(s) are applicable and provide detailed reasons substantiating the exception(s).

The Office of the Attorney General (OAG) has the sole authority to determine whether information is confidential and not subject to disclosure under the Public Information Act DIR shall comply with all decisions of the OAG.

DIR assumes no responsibility for asserting legal arguments on behalf of any Vendor. Vendors are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

5. Evaluation, Negotiations, and Award

5.1. Evaluation of Responses

DIR will review proposals to determine responsiveness to this RFO. All determinations about responsiveness to this RFO are final. All proposals determined to be responsive will go through a financial review overseen by the Chief Financial Officer's (CFO's) office. **The financial review is a pass/fail determination that is final**. Only proposals that receive a passing grade will proceed to the Evaluation Committee. DIR will establish an Evaluation Committee to review all responses that have not been rejected. At any time during the evaluation process, DIR may ask any or all Vendors to elaborate on or clarify specific points or portions of their response. DIR's request and Vendor's response shall be in writing. Once initial evaluation of responses has been completed, the Evaluation Committee shall turnover the tabulated scores to the DIR purchasing office and shall conclude their duties.

5.2. Evaluation Criteria

5.2.1 Pass/Fail Criteria

In addition to the weighted criteria listed below DIR also reviews additional Pass/Fail criteria as follows:

1. DUNS Number and report is a Pass/Fail review conducted by the Finance Group (Exhibit A, Item 12)
2. Compliance with applicable provisions of §§2155.074, 2155.075, 2156.007, 2157.003, and 2157.125, Gov't Code. Respondents may fail this selection criterion for any of the following conditions:
    a. A score of less than 90% in the Vendor Performance System;
    b. Currently under a Corrective Action Plan through the CPA, having repeated negative Vendor Performance Reports,
    c. Having purchase orders that have been cancelled in the previous 12 months for non-performance (including but not limited to late delivery, etc.).
3. Completion of HUB Subcontract Plan (Exhibit D).

5.2.2 Weighted Evaluation Criteria

The criteria and weight to be used in determining the best value for the State are as follows:

- 45% - Pricing
- 30% - Vendor History and Experience and References in providing the products and services requested. (Exhibit B of Bid Package 1, and Vendor References)
- 25% - Vendor's plan for supporting the Contract – Exhibit C

Vendors will be evaluated on performance under existing and prior contracts for similar products or services and the evaluation may include consideration of Vendor performance as recorded in the CPA Vendor Performance Tracking System as described in the Texas Administrative Code, 34 TAC 20.115(b).

5.3. Oral Presentations, Best and Final Offer

DIR in its discretion shall make the determination whether to request oral presentations and/or engage in the Best and Final Offer process. Both oral presentations and the he Best and Final Offer process, if held, will also be scored.

DIR reserves the right to continue to evaluate responses until such point as the best value, as defined by Texas Government Code, Section 2157.003, is obtained for the State.

5.4. Negotiations

At the conclusion of the evaluation, as described within Sections 5.1 through 5.3 above, DIR staff shall determine the number of Vendors with which it will start contract negotiations. In its discretion, DIR shall terminate contract negotiations when DIR determines that the best value for the State has been obtained. Then the staff will recommend award of one or more contracts to DIR Executive Management.

5.5. Award of Contract

DIR Executive Management shall make the decision to award any contracts, if in the best interest of DIR and the State to do so. The decision of Executive Management on any award is final. Any award for this RFO shall be posted under requisition number on the Electronic State Business Daily, http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444, upon execution of a contract with one or more Vendors. All responses and working papers pursuant to this RFO are not subject to disclosure under the Public Information Act until all contracts resulting from this RFO have been executed.

Any Contract resulting from this solicitation is contingent upon the continued availability of lawful appropriations by the Texas Legislature.

5.6. Vendor Protest Procedures

Any Vendor who is aggrieved in connection with this RFO, evaluation, or award of a contract may formally protest to DIR in accordance with the Vendor protest procedures posted on the DIR Web site at: http://dir.texas.gov/View-Information-For-Vendors/Pages/Content.aspx?id=21.

END OF RFO

Department of Information Resources

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 1

This addendum to Request for Offer (RFO) DIR-CPO-TMP-444 contains:

1. MODIFICATIONS TO RFO

Bid Package 1, Section 4.3.2 Vendor Conference, is replaced in its entirety with the following:

4.3.2 Vendor Conference
The Optional Vendor Conference will be held on the date and time specified in RFO Section 4.3.1 above at the location listed below. Please bring a copy of the RFO to the Vendor Conference, as DIR will only supply a limited amount of copies.

William P. Clements (WPC) State Building
300 West 15th Street, Room 103
Austin, TX 78701

Webinar Information
A webinar will be held on the date and time specified in RFO Section 4.3.1 above.

To reserve a webinar seat, register at:
~~https://attendee.gotowebinar.com/register/4230968424881695501~~
https://attendee.gotowebinar.com/register/6002341032555757579

After registering, you will receive a confirmation email containing information about joining the Webinar.

DIR will provide conference and webinar attendees with an opportunity to submit written questions at the conference. All questions submitted at the conference must reference the appropriate RFO page and section number. Although DIR may provide tentative verbal responses to questions at the conference, responses are not official until they are posted as an addendum to this RFO on the Electronic State Business Daily, http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444.

DIR reserves the right to amend answers prior to the offer submission deadline.

Any addenda and/or amendment to this procurement solicitation will be posted as an addendum on the Electronic State Business Daily. It is the responsibility of interested parties to periodically check the ESBD for updates to the procurement prior to submitting a bid. Respondent's failure to periodically check the ESBD will in no way release the selected Vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFO.

Department of Information Resources

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

This addendum to Request for Offer (RFO) DIR-CPO-TMP-444 contains:

1. Modifications to RFO
2. RFO Written Questions and Answers
3. Pre-bid Conference Presentation Slides
4. Pre-bid Conference Sign-In Sheet & Webinar Attendees List
5. Revised Bid Package 1 – Exhibit A
6. Revised Bid Package 2 – Price Sheet
7. Revised Bid Package 4 – Reference Form

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1. MODIFICATIONS TO RFO

1. Bid Package 1, Request for Offer, Section 3.1.1 Pricing is amended to the following:

3.1.1 Pricing

Any Vendor responding to this RFO must submit specific pricing for the products requested herein. For the purposes of obtaining pricing and evaluating the responses to this RFO, the products and related services, if any, shall be priced and discounted as instructed in this solicitation number DIR-CPO-TMP-444. All products for Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services may be made available through a Contract.

Vendors must submit pricing on DIR's Automated Pricing Form in the BidStamp VIS. Failure to respond as instructed may result in Vendor's offer being disqualified from further evaluation.

1. **Automated Pricing Sheet in BidStamp VIS portal:** Vendors must offer only one discount for each Product Category listed. The discount for each product category will be applied to all products within the product category to determine the net DIR Customer price. The price to the DIR Customer shall include all shipping and handling fees. Vendor shall only enter in products and related services. Do not enter services only in this Automated Pricing Sheet.

   The Automated Pricing Sheet BidStamp fields include:

   - **Product Category** (Item description) Example: GIS Hardware
   - **Product Sub-Category** (Product type)) Example: 3D displays
   - **Brand Example**: Trimble, Esri, etc. NOTE: **Brand name must be submitted as spelled**

in the general marketplace. (Example: HoverCam is correct. Hover Cam is incorrect)

- **Product Description**: if line item is a service enter N/A
- **Service Description**: if line item is a product, enter N/A
- **Service Category Example**: maintenance, technical services, managed services, training, customization services, etc.
- **Product/Service Part Number**: if providing detailed line item provide a product or service number, if not, enter N/A
- **Manufacturer**: check if vendor is the manufacturer
- **Reseller**: check if vendor is an authorized reseller of the line item
- **MSRP:** provide MSRP if providing detailed line item or N/A if offering brand discount
- **Discount off MSRP**: provide discount for detailed line item. Provide average discount for each brand.
- **Service zone***:* Example: Austin area, DFW area, Statewide
- **Unit**: See examples on Bid Package 2, tab 2.

2. Pricing Sheet/Bid Package 2 Excel Spreadsheet – In addition to entering pricing information on DIR's vendor pricing form in BidStamp VIS, vendor must also upload proposed catalog (Tab 2 of Bid Package 2) of products/services/solutions with pricing and discounts that vendor is proposing on this RFO. Vendors shall enter brand product details in Tab 2 of this spreadsheet. Vendor must offer only one price for each product listed. For services only, enter service details/information in Tab 3.

   IMPORTANT*:* The Vendor's discount calculation entered in Bid Package 2 must match the discount entered in the BidStamp pricing sheet. DIR may disqualify brand(s) proposed if a discrepancy is found.

2. Bid Package 1, Request for Offer, Section 4.3.1 RFO Schedule is amended to the following:

4.3.1 RFO Schedule

It is DIR's intention to comply with the following schedule for this RFO. These dates represent a tentative schedule of events. DIR reserves the right to modify these dates at any time. Prospective Vendors will be notified of modifications to the schedule via the Electronic State Business Daily (ESBD) web site.

Date/Time	Activity
December 20, 2019	Publish RFO on Electronic State Business Daily (ESBD)

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

January 7, 2020 10:00am (CT)	Optional Vendor Conference
January 15, 2020 02:00pm (CT)	Deadline for submitting questions
January 24, 2020 02:00pm (CT)	Estimated date for posting answers to questions on the ESBD
February 11, 2020 02:00pm (CT)	Deadline for DIR to receive Vendor references
February 11, 2020 02:00pm (CT)	**Deadline for submitting responses to RFO**
February 12, 2020 – until completed	Evaluation of responses, oral presentations (if requested), negotiation and contract execution

3. **Bid Package 1, Request for Offer, Section 5.2.1 Pass/Fail Criteria is amended to the following:**

5.2.1. Pass/Fail Criteria

In addition to the weighted criteria listed below DIR also reviews additional Pass/Fail criteria as follows:

1. Financial Information is a Pass/Fail review conducted by the Finance Group;
2. Completion and signing of HUB Subcontract Plan; and
3. In accordance with §§2155.074, 2155.075, 2156.007, 2157.003, and 2157.125, Gov't Code, Respondents may fail this selection criterion for any of the following conditions:
   a. A score of less than a C or Legacy Unsatisfactory in the Vendor Performance System;
   b. Currently under a Corrective Action Plan through the CPA, having repeated negative Vendor Performance Reports; and
   c. Having purchase orders that have been cancelled in the previous twelve (12) months for non-performance (including but not limited to late delivery, etc.).

2. <u>RFO WRITTEN QUESTIONS AND ANSWERS</u>

1) **Question:** Sundex does not have list prices how should pricing be submitted? Bid Package 2.
Answer: Vendors should enter MSRP, list or any base price for any products or services before DIR discount.

2) **Question:** 3 references – will vendors receive confirmation as client references are submitted and processed by DIR? Any issues with TNRIS serving as a reference if they choose to do so?

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

Answer: Vendors will not receive confirmation of DIR's receipt of references. TNRIS may provide references so long as they are not an evaluator, have signed a non-disclosure agreement or have any other conflict of interest.

3) **Question:** Are vendors able to serve as the prime on one team and a sub on a different team?
Answer: Yes.

4) **Question:** Are we allow to change HUB plan after award?
Answer: Yes.

5) **Question:** Vendor Response through VIS is that for all contracts or only ones over 50K?
Answer: All vendors that wish to be considered for an award must submit their response through the BidStamp Vendor Information System (VIS) regardless of the dollar value amount.

6) **Question:** Exhibit D – Could you go over, once again, what should be done with the HUB subcontracting plan if 1. You are a HUB and 2. You intend to subcontract to other HUBs or small businesses?
Answer: All respondents to the RFO MUST complete a HUB Subcontracting Plan (HSP). If you intend to subcontract and the percentage you will subcontract is at or above the identified HUB Goal you will complete Sections 1,2,4, and Method A. If the percentage is below the HUB Goal you will complete Sections 1,2,4, and Method B. You can always contact DIR.HUB@DIR.TEXAS.GOV with any HSP questions.

7) **Question:** My company is known more by our dba that *[sic]* our corporate name. Can I submit under the dba name?
Answer: Vendors must submit their response through VIS using <u>legal name</u>, not their dba.

8) **Question:** What is the difference between VIS and ESBD
Answer: DIR's BidStamp Vendor Information Portal (VIS) is where vendors submit their response to DIR solicitations. The Electronic State Business Daily (ESBD) is owned by the Texas Comptroller of Public Accounts and where all Texas state agencies, including DIR, post their solicitations along with any addendums. VIS is DIR specific. ESBD is for all state agencies.

9) **Question:** When will today's slides by available on VIS/ Bib Stamp *[sic]*?
Answer: Slides are attached to this Addendum 2.

10) **Question:** What is the estimated cost of the Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services project?

Answer: DIR establishes master contracts for use by DIR customers. They are awarded at zero dollar and actual use is determined by customer demand. See RFO Section 1.1 Purpose.

11) **Question:** Has the Department allocated funding for the Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services yet? If so, through which source (budget, CIP, state/federal grant, etc.)?
Answer: See Question 10.

12) **Question:** Who is the technical contact and/or project manager for the Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services effort, and what is their contact information?
Answer: The Point of Contact for this RFO is Carrie Thomas at (512) 936-2353 or carrie.thomas@dir.texas.gov. The Contract Manager role will be assigned at the time of the contract award.

13) **Question:** Which operating platform does the Department currently use?
Answer: As this is a master contract, there is not one operating platform.

14) **Question:** Which other systems will have to integrate/interface with the Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services, and will the Department provide incumbent vendors for each system?
Answer: See Question 13.

15) **Question:** What is the number of users anticipated for the Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services
Answer: See Question 10.

16) **Question:** Have you had any external assistance preparing this RFP?
Answer: See Question 10. In the development of this RFO, DIR has received input from the vendor community through a Request for Information (RFI) as well as input from DIR customers.

17) **Question:** Can vendors respond for the GIS Services only as described in Section 3.1.C beginning page 5? In other words, if we are not a GIS product reseller, but do provide many of the GIS services can we respond?

Answer: Yes. Vendors are encouraged to bid any or all or any combination of the products and services or product and service categories listed in Section 3 of the RFO.

18) **Question:** For GIS Services do we simply show % discount on cost sheet?
Answer: This question is not clear. See RFO Section 3.1.1 Pricing for detailed information on how to submit pricing for products and/or services.

19) **Question:** Our company does not offer COTS software, does that mean we do not have to return the VPAT form with our response?
Answer: If there are no COTS offerings in your submitted price list, then VPATs are not required. It's suggested that you submit a 1 page document stating that in your bid response. If your submission includes development services with IT deliverables to be used by state employees or members of the public, a VADSIR form should be completed. The PDAA form is required for all submissions.

20) **Question:** *Terms and Conditions [attached are images with the requested edits]*
Answer: Vendors may submit any exceptions to the Terms and Conditions with their response as outlined in RFO Section 3.7.2 Proposed Changes and Exceptions. Exceptions to certain terms and conditions will not be allowed and will be indicated as so in the document.

21) **Question:** We are a current holder of TDIR Contract DIR-TSO-3397 and are also planning to respond to the current DIR-CPO-TMP-444 RFO. I have a question (see below) applicable to both our current contract as well as the new RFO related to the ability to add software products that we manufacture to an awarded contract. I did submit the question through BidStamp to follow the process related to the current RFO but am writing you in hopes that I can get an answer sooner so that we can add some newly available products to our current contract (if possible), as well as plan our response to the current RFO.
3.3. Emerging Technologies (Page 9) – As a software manufacturer we have a variety of products that fit within the scope of this RFO. We would like to propose a subset of our products in our response now, and then add others in the future as we identify the need. Is it possible to modify an awarded contract at any point over its lifespan, allowing the addition of software products that may have either existed at the time of our proposal response but were not proposed, or did not exist at that time and were developed after the contract award? I appreciate your consideration of my request. Thank you and I look forward to your response.
Answer: Vendors should contact their assigned DIR Contract Manager to discuss any questions they have in regards to a current DIR contract. For contracts awarded through this RFO, See Bid Package 8 – Sample Contract Section 3 for allowable changes to their product offerings.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

22) **Question:** In Bid Package 1 RFO Products and Services pdf (page 7, 3.1.1) a 'Discount Sheet' (spreadsheet) is reference and stated to be part of the zip file. I did not see it in the zip file on the url (http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444). Is there a certain format or template (similar to the price sheet list) that should be provided, or is it up to me (prospective vendor) to create?
Answer: Per this Addendum 2, the reference to a Discount Sheet has been removed. See Addendum 2 Item 1.1.

23) **Question:** Bid Package 1, Exhibit A (Vendor Information), Page 2, Item 10 states that the instructions for the Vendor Reference Questionnaires can be found in Bid Package 5. Bid Package 5 is VADSQ and VPAT. Should this be Bid Package 4?
Answer: Yes. It should read Bid Package 4. See revised Exhibit A per this Addendum 2.

24) **Question:** Section 3.1.1 Line item 4. The pricing sheet example is confusing based only on products. Using an example for Geospatial Products / Lidar Data, how are we to define prices for various resolutions, project area sizes, locations?
Answer: Vendors should use the Category and Sub-Category fields to define their pricing structure.

25) **Question:** Can vendors respond for the GIS Services only as described in Section 3.1.C beginning page 5? In other words, if we are not a GIS product reseller, but do provide many of the GIS services and would like clarification as to whether we can respond?
Answer: See Question 17.

26) **Question:** It is required that the Comptroller of Public Accounts identifies the Vendor to be "in good standing" and a Vendor with which the state is authorized to do business. Do we need CPA documentation of the "in good standing" requirement? I show two VID #s, one that is 13 characters and one that is six characters. Which # do I use?
Answer: DIR will perform the vendor checks as part of its administrative review. Use the Texas taxpayer number issued by the Texas Comptroller of Public Accounts.

27) **Question:** Request for Offer DIR-CPO-TMP-444 page 6 and 7. We do not have list pricing for Geospatial Products such as Orthoimagery acquisition/processing and LiDAR acquisition/processing. How should we format Bid Package 2 - Itemized Price Sheet.
Answer: See Question 24.

28) **Question:** Can the work be done offsite?
Answer: Work location will be determined by any Customers using the DIR Cooperative Contract program.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

29) Is there an MBE/DBE goal?
Answer: HUB goals are outlined in RFO Section 4.4 Historically Underutilized Businesses.

30) Is this a new RFO or a ReBid?
Answer: This is a new RFO.

31) **Question:** What was amount of money spent in the prior contracts, exclusively on GIS Services as opposed to product purchase?
Answer: GIS accounts for approximately $28,280,886 (both products and services) in total historical sales.

32) **Question:** Question Regarding bid document 'DIR-CPO-TMP-444 Bid Package 3 Standard Terms and Conditions For Products and Services Contracts', Appendix A, Section Q. Immigration refers to compulsory compliance with US Department of Homeland Security's E-Verify system. The Section includes a note that 'No Exceptions or Revisions will be Considered'. The Section also references 'all persons 1) to whom the E-Verify system applies'. As a Canadian company, we are ineligible to participate in E-Verify and as such, we have been granted an exemption to a similar requirement under our GSA contract. Given that we cannot participate in E-Verify, and that all work would be performed in Canada by our Canadian employees, can you confirm that this does this meet the compliance requirements under Section Q Immigration of the Standard Terms and Conditions? We understand that no exceptions or revisions will be considered, but we want to ensure that our interpretation of "comply" aligns with the DIR's requirements.
Answer: The provision applies to all respondents as stated. If Respondent feels it is exempt from the provision for the reasons detailed above, it should so state in its proposal response to DIR. Further, the Respondent should state that should circumstances change, the Respondent should immediately notify DIR of the change, and certify compliance with the E-Verify requirement.

33) **Question:** I have sent the Vendor Reference form to my customer. I seem to remember that in the meeting last week they stated that the customer will actually fill in the Vendor Name portion of the form. Is this correct? What about the other lines in that section? Thank you for your help.
Answer: Either the vendor or the reference contact may enter in the Vendor Name to ensure DIR can associate the reference form with the correct vendor/bidder.

34) **Question:** For the submittal purposes, should Bid Package Exhibits A, B, and C be submitted as word documents (as provided) or can each exhibit be submitted as a pdf? Specifically, in Exhibit C, should the org chart be part of the word document or can it be a separate pdf?
Answer: Vendors may submit Bid Packet 1 Exhibits A, B and C as either MS Word format or PDF format. Vendor should ensure that signatures are provided where required.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

35) **Question:** Regarding DIR-CPO-TMP-444 Bid Package 1 RFO Products and Services, Section 3.6 Electronic and Information Resources (EIR) Accessibility, page 11: Question: For COTS solutions utilized in a mission-critical, urgent emergency response scenario that are exempt from the Electronic and Information Resources (EIR) Accessibility policy, what documentation is required to justify the exemption?
Answer: There is no exemption for such products so justifications would not be accepted unless the solution contains NO user interfaces used or viewed by customers or members of the public.

36) **Question:** For DIR-CPO-TMP-444, Section 3.1.C GIS Services Pg 5 - Levels of effort for Geospatial Services are highly variable and project specific. Does DIR have recommendations or preferred units of measure for providing line-item costs for services that will not be defined until solicited by Co-Op agency?
Answer: This question is not clear. The appropriate unit of measure would depend on the nature of the vendor's business.

37) **Question:** RFO DIR-CPO-TMP-444, Section 4.7.2 References Page 19/20 - The RFO identifies that the "Vendor must send the Vendor Reference Questionnaire to three (3) companies or government agencies." If a Vendor proposes several product and service categories (e.g. B.7. Software for geographic query, analysis, and visualization and D.4. Orthoimagery Acquisition and Processing b. Unmanned Aircraft Systems (UAS)/Drones) is the vendor required to submit a total of three (3) Vendor Reference Questionnaires for all categories – or - three (3) Vendor Reference Questionnaires for each Category (e.g. B.7, D.4, etc.)?
Answer: A total of 3 references only should be submitted.

38) **Question:** RFO DIR-CPO-TMP-444, Section 3.1.D GEOPATIAL PRODUCTS, Page 7 - Items 4 and 7, Will Texas DIR be interested in signing on with Michael Baker for UAS services through their NASPO contract versus the solicitation for GIS and IT services that mentions UAS as a part of this GIS/IT contract. The catalog and pricing structure for the NASPO agreement is similar to the solicitation for Texas DIR, so we don't want to duplicate our efforts or yours as you review these proposals. https://www.naspovaluepoint.org/portfolio/unmanned-aerial-vehicle-drone-services-2019-2024/ (our name will be posted as a vendor soon as our master agreement hasn't been added into the NASPO system yet)
Answer: DIR does not piggyback on any cooperative contracts such as NASPO.

39) **Question:** RFO page 21, Section 5.2.1 Pass/Fail Criteria: Item #1 in this section states, "DUNS Number and report is a Pass/Fail review conducted by the Finance Group (Exhibit A, Item 12). Please confirm this reference should be to Item 13 instead of Item 12.

Answer: Per this Addendum 2 Item 1.3, changes have been made to RFO Section 5.2.1 Pass/ Fail Criteria.

40) **Question:** RFO page 21, Section 5.2.1 Pass/Fail Criteria: Item #1 in this section states, "DUNS Number and report is a Pass/Fail review conducted by the Finance Group (Exhibit A, Item 12). In Exhibit A, Item 13 there is no reference to a report. Is it the State's expectation that vendors provide a Dun and Bradstreet report with their proposal?
Answer: Per this Addendum 2 Item 1.3, changes have been made to RFO Section 5.2.1 Pass/ Fail Criteria.

41) **Question:** Exhibit A page 4, Section 16, Statement of Compliance: The table which includes Mandatory Response Contents in this section lists the Vendor ICT Accessibility Policy Assessment (See RFO, Section 3.6). However, this document is not mentioned in RFO Section 3.6. Is this a duplicate reference to the Accessibility Documentation (PDAA) – Bid Package 6 which is also listed in the table? If not, please provide information on where vendors can find the Vendor ICT Accessibility Policy Assessment.
Answer: Yes, this is a duplicate reference to the Accessibility Documentation (PDAA) – Bid Package 6. Per this Addendum 2, the attached revised Exhibit A has removed the duplicate reference.

42) **Question:** NTT DATA is offering a product for edge computing services used in "Smart Cities" applications. This product is the compilation of multiple commercial hardware and software products. Therefore, we believe this product to be exempt from accessibility requirements. Will the State please grant an exception to the VPAT requirement for this product?
Answer: No. Based on your description defining a multi COTS product solution as a single product, a single, accurate VPAT should be submitted that applies to all the user interfaces in that integrated product.

43) **Question:** Exhibit A, Page 2, Question #11 - Please confirm that the referenced "Contract for Services" document and "Standard Terms and Conditions for Services Contracts" are the same document.
Answer: They are two different documents. For a sample Contract for Products and Services, see Bid Package 8. For the Standard Terms and Conditions, see Bid Package 3.

44) **Question:** Bid Package 1 RFO Products and Services, Section 3.6 Electronic and Information Resources (EIR) Accessibility, Page 11 - DataTree offers non consumer-facing solutions. The accessibility requirements are not applicable to our solutions as they are designed for business-to-business use. Can DIR confirm that accessibility requirements are not applicable for B2B offerings?

Answer: This assumption is incorrect. Accessibility applies to all products and services used by government or higher ed employees in any capacity that contains user interfaces of any kind.

45) **Question:** Bid Package 1 – Page 4, Part 3.1 Products and Services – Would bulk parcel-level transactions and building characteristics data with geocodes be considered in scope for this RFO?
Answer: Yes.

46) **Question:** Bid Package 1 – Page 11, Part 3.6 Electronic and Information Resources (EIR) Accessibility – "Vendors who do not already have accessibility documentation should complete the form located here: http://www.itic.org/public-policy/accessibility. Vendors that claim their products are exempt from accessibility requirements must present that position to DIR as a question during the question and answer period of the solicitation." Our company's offerings under this RFO are all data products and therefore would not be applicable from an accessibility standpoint, rather, the software used to access this data (which we are not providing) is what would be subject to accessibility requirements as the software is what the end user will be interacting with.
Answer: It is not clear what your company is providing, but in general, if there is a user interface of any kind that is part of an IT solution, including from a 3rd party IT offerings and that IT solution is used by a Texas employee or member of the public, EIR accessibility is applicable and VPATs are required.

47) **Question:** Are there any issues with vendors supplementing their core project delivery teams with additional offshore personnel resources if required for any potential large-scale projects or to achieve additional cost savings to potential StratMap clients on a given project?
Answer: See Bid Package 3 Standard Terms and Conditions for Products and Services Contracts Section 4 - General Provisions I. Data Location.

48) **Question:** For the "GIS Services" and "Geospatial Products" categories, potential task order pricing (consisting of personnel labor and associated other direct costs) will be unique to each project's defined statement of work and requirements requested under the StratMap contract and would vary accordingly. Therefore, vendors are not able to define an MSRP value for each GIS Service or Geospatial Product line item to be included in the Pricing template. Is it sufficient and will respondents be considered as compliant by DIR in the pricing category if ONLY discounts are provided for GIS Service and Geospatial Product line items and an MSRP value is NOT included? Could DIR please provide an example for the GIS Services and Geospatial Products categories in the pricing spreadsheet (Bid Package 2) to clarify DIR preferences regarding how it should be completed relative to GIS Services and Geospatial Products?

Answer: Where MSRP value is not available, the vendor must establish some kind of base price for the services or geospatial products. Vendor should use the Category and Sub-category fields to define their pricing structure.

49) **Question:** Do vendors need to submit GIS/IT labor categories and associated billing rates in the pricing sheet (Bid Package 2) for GIS/IT services and potential discounts to be offered under the contract?
Answer: See Question 48.

50) **Question:** To confirm, is the "Vendor Qualifications Form" item in the drop-down menu for document types to upload as a new response document in BidStamp VIS intended as the option for vendors to select when uploading the signed EDGAR Certification Form (Bid Package 7)?
Answer: The Vendor Qualifications Form should be applied to Exhibit B Vendor History and Experience. The signed EDGAR Certification Form should be uploaded as "Other Documents"

51) **Question:** Bid Package 1, Exhibit B (Vendor History and Experience), Question 5. Are you specifically asking about larger state vehicles (such as DIR for example) or at all Vendor contracts that are in use with public entities?
Answer: All vendor contracts with public entities outside the state of Texas for the same products and services listed in this RFO.

52) **Question:** Bid Package 1 Exhibit C Page 1-2 Contract Marketing and Support Plan
Does the contract marketing and support need to be submitted in word format using the sample provided or can a custom marketing plan in another format (PDF) that fulfills all requirements (1-6) be submitted instead?
Answer: Vendor may submit in another format, but at a minimum, all questions must be answered that are outlined in Exhibit C.

53) **Question:** 4.5.1 Authorized Vendors: Can a company, which is a wholly owned subsidiary of a parent company, submit a response to this solicitation that includes both its and the parent's software products without any additional documentation or is a vendor authorization letter from the parent company needed?
Answer: Vendor that believe that they are exempt from providing a Letter of Authorization, must provide documentation for justification.

54) **Question:** Reference: 3.1.1 - Vendors must offer only one discount for each Product Category listed Question: Is this a strict requirement? We have some product categories with varying discounts. Allowing for only one discount per product category listed could result in a higher total price for DIR.

Answer: Vendor can use the Sub-category field to make the distinctions of various discounts under the same brand.

55) **Question:** Reference: Bid Package 1 RFO exhibit A – Manufacturer Resell Authorization Letters Question: If Esri has embedded data from another data vendor into an Esri product, does DIR require an authorization letter from that data vendor?
Answer: No.

56) **Question:** Reference: Exhibit D Question: Esri is considering offering additional services through a subcontractor. How would DIR prefer for us to communicate this information?
Answer: Every respondent MUST complete the HUB Subcontracting Plan (HSP) included in the RFO

57) **Question:** Solicitation Page 9, Section 3.3 Emerging Technologies: The RFO explicitly states that Emerging Technologies may be added to an awarded vendor's offerings (following DIR approval) at any time during the lifecycle of the contract. If a vendor is awarded a contract for a specific product/service, will the vendor be allowed to also qualify for provisioning other allowable GIS/IT products/services listed in the RFO at a later date?
Answer: See Question 21.

58) **Question:** Bid Package 1 RFO Exhibit A.docx Pg 3, No. 15 – Are firms proposing professional services required to have a URL for manufacturing recycling of our computers?
Answer: The section only applies to recycling of computers. Please note RFO Section 3.1 which states that this RFO is not a solicitation for professional or consulting services as defined by Chapter 2254 of the Texas Government Code.

59) **Question:** Bid Package 1 RFO Exhibit C.docx Pg 1, No. 1 - Is a sales and marketing strategy required for firm proposing on professional services? If so, what are we expected to include?
Answer: Yes. Outline how you intend to promote your DIR contract to potential DIR Customers. Please note RFO Section 3.1 which states that this RFO is not a solicitation for professional or consulting services as defined by Chapter 2254 of the Texas Government Code.

60) **Question:** Are subconsultants required to be included in the plan? Pg 1, No. 2 - Same as No. 1 above, but for providing sales, order processing and support.
Answer. This question is not clear. Please note RFO Section 3.1 which states that this RFO is not a solicitation for professional or consulting services as defined by Chapter 2254 of the Texas Government Code.

61) **Question:** Same as No. 1 above, but for projected sales over the next 12 months (Itemized?).

Answer: This question is not clear.

62) **Question:** Bid Package 1 RFO Products and Services.pdf 1.2.1 If the Vendor is providing product and/or services and pricing information and negotiating service level agreements and additional terms and conditions with customer, why is the vendor required to provide negotiated/discount pricing to DIR?
Answer: The DIR contract would be the starting point for further negotiated/discount pricing.

63) **Question:** Bid Package 2 - Itemized Price Sheet.xlsx Is the pricing sheet only for commodities/products? How are we expected to show professional GIS services and geospatial products in this format?
Answer: See Question 48. See Addendum 2 - Item 1.1.

64) **Question:** Bid Package 3 Standard Terms and Conditions For Products and Services Contracts.pdf 4F. "Choice of Law - Nothing in the Contract or its Appendices shall be construed to waive the State's sovereign immunity." This statement is a somewhat concerning. It appears that the vendor can't seek remedy in the event the state creates a liability situation. Is this a valid concern since the state is assuming legal immunity?
Answer: The provision addressing sovereign immunity stands as written. There are certain exceptions to the provision detailed in TGC Chapter 2260 RESOLUTION OF CERTAIN CONTRACT CLAIMS AGAINST THE STATE. Respondent should consult with counsel concerning the statute and its applicability.

65) **Question:** Bid Package 3 Standard Terms and Conditions for Products and Services Contracts.pdf 4I. Data Location – In the event that a vendor subcontractor is, for example, a satellite imaging company, who may post-process their raw data in off-shore company facilities. Does this create a problem?
Answer: This is not acceptable per Section 4.I.

66) **Question:** Bid Package 3 Standard Terms and Conditions For Products and Services Contracts.pdf 7H. Does the Trade Show Participation requirement filter down to the Vendor's subconsultants?
Answer: No.

67) **Question:** Bid Package 3 Standard Terms and Conditions for Products and Services Contracts.pdf 7H. Does DIR negotiate exhibitor rates for contract holders required to exhibit?
Answer: Yes.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

68) **Question:** Bid Package 3 Standard Terms and Conditions for Products and Services Contracts.pdf 7H. Is there a cap on fees a vendor is required to spend for the trade shows?
Answer: No.

69) **Question:** Bid Package 3 Standard Terms and Conditions for Products and Services Contracts.pdf 8C3. What does DIR consider volume or special pricing purchases?
Answer: Volume pricing can be anything more than 1 item.

70) **Question**: Bid Package 3 Standard Terms and Conditions for Products and Services Contracts.pdf 8F. Why is travel time not included as part of the amounts payable by Customer for services?
Answer: The provisions states that any travel must be approved in advance by the Customer, and all expenses must comply with the current State Travel Management Program.

71) **Question:** Bid Package 4 Vendor References.docx Are subs required to provide references? Can they be included?
Answer: Subcontractors are not required to provide references and they should not be included.

72) **Question:** Vendor references ask about quality of Law Enforcement, should the reference form ask for GIS performance? Bid Package 4
Answer: *[note: There were several questions received regarding this typo, and the following response addresses all of them.]* A revised Reference Form has been attached to this Addendum 2.

73) **Question:** Bid Package 1 RFO Products and Services, Section 3.1.1. Pricing, Page 8 - Where can we locate the "Automated Pricing Form" in BidStamp VIS? This does not seem to be currently available on the BidStamp VIS.
Answer: *[note: There were several questions received regarding this technical issue, and the following response addresses all of them.]* The Automated Pricing Form has been added to BidStamp at the time of this Addendum 2 posting.

++++++++++++++++Pre-Bid Questions from Webinar Participants+++++++++++++

74) **Question:** From Synergy Systems & Service Inc - How many vendors are you currently using that are out of state vendor?
Answer: 17

75) **Question:** From Synergy: Previously how much of the budget was spent on the GIS hardware vs. GIS services?

Answer: Approximately, hardware accounted for $89,742, Software $18,596,812, and Services $9,592,715.

76) **Question:** From Synergy: Will the list of the current vendors being used be released and can they rebid?
Answer: The list of current vendors is available on the DIR website, www.dir.texas.gov. All vendors are eligible to respond to this solicitation.

77) **Question:** Is all of the work currently being done in the U.S.?
Answer: See Question 10. The work location will be determined by the DIR customer.

78) **Question:** Will Q&A from this chat be documented and released as well?
Answer: All questions and answers have been saved and published in this Addendum 2.

79) **Question:** Can the questions be answered before the 24th so that we can decide where to go after this before that?
Answer: See question 78.

80) **Question:** Will you publish attendees and contact information to this event, either in person or webinar?
Answer: The pre-bid conference attendee list for webinar attendees and in-person registrants have been published in this Addendum 2.

81) **Question:** If selected as a vendor, our firm had planned to self-perform all services identified in our scope, are we required to sub 26% of the work to a HUB or attempt to sub this work under Method B of the HSP? We are not classified as a HUB.
Answer: No. Vendors are not required to subcontract, but must complete the form. If Self-Performing vendors will only complete Section 1, 2, 3, and 4.

82) **Question:** Regarding RFO Section 4.7.1 - Mandatory Response Contents, if we support deployment of open-source software, do we have to submit signed letter(s) from the manufacturer/publisher or software license agreements and/or service agreements? Could submitting a copy of the open-source license suffice? Thank you.
Answer: Vendors must submit a letter from the manufacturer/publisher that they are an authorized reseller.

83) **Question:** Can we get a list of DIR customers?
Answer: Yes, current DIR contract holders can contact their specific DIR contract manager. Vendors awarded contracts under this RFO will receive a DIR customer contact list.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

84) **Question:** After award, can vendors add products to their contract?
Answer: See Bid Package 8 – Section 3 – Product and Services Offerings.

85) **Question:** What is the recommendation of DIR for vendors who may also be on other DIR contracts that cover GIS software products and services?
Answers: This question is not clear.

86) **Question:** Our pricing is based on MSRP given to us by the original manufacturer. We cannot discount. What does DIR advise and how will our response be evaluated?
Answer: Responses will be evaluated in accordance with Bid Package 1 – Section 5 – Evaluations, Negotiations and Award.

87) **Question:** Can the delete button be moved away from the submit button!!?
Answer: Not at this time.

88) **Question:** If the vendor reference form is being sent by Bidstamp, how do we fill in the portion of the form that is stipulated for the Vendor to fill out?
Answer: Vendor name can only be filled out in the emailed form.

89) **Question:** Are we to send vendor reference forms directly to our references for them to complete?
Answer: Yes. The Reference Forms should be sent through either VIS or email.

90) **Question:** Section 3.1.1.3 mentions that the spreadsheet has a "BidStamp Brand Average Sample" tab, but I did not see that in the provided spreadsheet. Is there a missing tab or is the name incorrect?
Answer: The Bid Package 2 has been updated as part of this Addendum 2.

91) **Question:** Related to the vendor references, we fill out the vendor reference forms in Word, then upload them to BidStamp, enter the e-mail address of the reference in BidStamp, and then BidStamp "sends" it to the reference for them to complete, correct?
Answer: See Bid Package 4 - Reference Form for instructions on how the form should be submitted.

92) **Question:** There was a slide that was skipped in the discussion about the pricing submission requirements. It looked like it said something about being disqualified if out of scope services were bid, but it went by too quickly for me to be sure. Will that slide be covered in the pre-bid

meeting? And/or will the slides themselves be provided to bidders in an addendum? Alternatively, will a bidder be disqualified if we bid a service/product not specified in the scope of the RFO?
Answer: Pre-bid Presentation slides have been attached to this Addendum 2. See Slide 29 of the pre-bid conference presentation.

93) **Question:** It was previously stated we could send our HUB Subcontracting items to Theresa Williamson to review prior to submission, however it states in the RFO we should only contact Carrie Thomas. Can you please clarify?
Answer: Lynn Hodde and Theresa Williamson can be contacted questions on HUB forms only. All other solicitation related questions must be directed to Carrie Thomas at carrie.thomas@dir.texas.gov.

94) **Question:** Post contract award, are participating DIR organizations allowed to purchase outside of this contract vehicle?
Answer: Texas State agencies are required to follow the State of Texas Procurement and Contract Management Guide.

95) **Question:** Please review the pricing requirements, especially related to pricing for hardware and software products.
Answer: See Addendum 2 Item 1.1.

96) **Question:** Is the 26% HUB goal, a percentage of subcontracted dollars? or percentage of the entire contract value?
Answer: It is the percentage of the entire contract.

97) **Question:** Can they speak with Jeff Kline?
Answer: Jeff Kline can be contacted just for Accessibility forms only. All other solicitation related questions must be directed to Carrie Thomas, carrie.thomas@dir.texas.gov

98) **Question:** Which parts, if any will become Public record? Specially, if a vendor is chosen or not chosen, will pricing sheets and discounts become publicly available?
Answer: Any and all response documents are subject to Public Information Act Open Records Requests.

99) **Question:** Does the Vendor get a notification or confirmation when a Reference is returned so we know when we have met that requirement?
Answer: No. It would be Vendor's responsibility to follow up with the references. Please refer to RFO Bid Package 1, section 4.7.2 for details.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 2

100) **Question:** Can you elaborate on the required "Monthly Sales Reports"? What information is required if you are chosen as a Vendor? Is there a required format?
Answer: More information on the Monthly Sales Reports can be found at:
https://dir.texas.gov/View-Information-For-Vendors/Pages/Content.aspx?id=26

101) **Question:** Will a recording of this webinar be made available?
Answer: No.

102) **Question:** Can DIR customers purchase GIS software, hardware and services outside of this contract process?
Answer: See Question 94.

3. **PRE-BID CONFERENCE PRESENTATION SLIDES**
Please see the following pages.

4. **PRE-BID CONFERENCE SIGN-IN SHEET & WEBINAR ATTENDEES LIST**
Please see the following pages.

5. **Revised Bid Package 1 – Exhibit A**
Please see attached.

6. **Revised Bid Package 2 – Price Sheet**
Please see attached.

7. **Revised Bid Package 4 – Reference Form**
Please see attached.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Vendor Optional Pre-Bid Conference

Tuesday, January 7, 2020

10:00 AM (CT)

Texas Department of Information Resources

Introduction

Pete Casals, DIR

Contract Manager
Chief Procurement Office

Stephanie Harrison, DIR

Contract Manager/ Team Lead
Chief Procurement Office

Lynn Hodde and Theresa Williamson, DIR

HUB Coordinators
Chief Procurement Office

Colleen Berkley, DIR

Director, Procurement Office
Chief Procurement Office

Jeff Kline, DIR

Program Director
Statewide EIR Accessibility

Ray Infante, DIR

Contract Manager
Chief Procurement Office

Agenda

- Request for Offer (RFO)
  - RFO Overview
  - RFO Scope
  - RFO Contents
  - Term of Contracts
  - RFO Schedule
  - Evaluation Criteria

- General Information
- BidStamp Vendor Information System Portal (VIS) Overview
- Mandatory Submissions
- Break
- Questions
- Conference Closing

RFO Overview

- The purpose of this Request for Offer (RFO) is to solicit responses from potential Vendors to provide Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services to the State of Texas, acting by and through the Department of Information Resources (DIR).

- DIR may make multiple awards from this RFO.

RFO Scope

Section 3. Scope

DIR intends to contract to provide Geographic Information Systems (GIS) and Information Technology (IT) Based Surveying products and services, including but not limited to:

- GIS Software Products, including programs used to generate, store, analyze, manipulate and display GIS information as well as operate GIS hardware;
- GIS Hardware Products, including devices for collecting, storing and managing GIS data;
- Geospatial Products, such as the outputs of GIS software and hardware, including maps, data, and images; and
- GIS Services, which includes the management and development of GIS solutions.

RFO Scope, cont.

- IT based surveying hardware, software and related services
- GPS surveying equipment
- Robotic survey equipment
- IT Based surveying instruments and kits
- Total Stations

RFO Scope, cont.

A. GIS HARDWARE PRODUCTS

1. GIS data collectors, including Global Navigation Satellite System (GNSS) enabled units running GIS software.
   i. Handhelds
   ii. Tablets
   iii. Smart Antennas
   iv. Imaging Devices
      a. Unmanned Aircraft Systems (UAS)/Drones
      b. Land vehicle mounted
      c. Water based vehicle mounted
      d. Pole cameras
2. 3D Laser Scanners
3. 3D Displays/Monitors
4. Subsurface scanners
5. Real-time kinematic and post-process kinematic global positioning systems and sensors (RTK-GPS) for positional data collection

RFO Scope, cont.

A. GIS SOFTWARE PRODUCTS:

1. Software for office use
2. Software for field use
3. Indoor location tracking and wayfinding inside of buildings
4. Data collection, maintenance, visualization, analysis and sharing
5. Data processing software
    i. Geospatial Artificial Intelligence (AI)
        a. Analysis
        b. Computer vision
        c. Change detection
6. Database management system (DBMS) software
7. Software for geographic query, analysis, and visualization
8. Building Information Modeling (BIM) and Computer-aided Design (CAD) integration
9. Graphical user interfaces (GUIs)
10. Multiple GIS platforms integration
11. Web based applications to connect users to GIS information
12. Collaboration, community, and stakeholder engagement
13. Leveraging of Artificial Intelligence (AI), Internet of Things (IoT) technologies, and Deep Learning for GIS applications
14. 3D GIS Modeling
15. 4D GIS Modeling (3D geospatial + time component)
16. Cloud applications

RFO Scope, cont.

A. GIS SERVICES

1. Maintenance and support services for GIS hardware and software
2. Training, education and knowledge base transfer for GIS hardware and software
3. Data subscription services
4. Data analysis and reporting
5. Data needs/optimization assessment
6. Data Creation (digitization)
7. Database Management
8. Artificial Intelligence application development for GIS user interfaces, process automation and machine learning applications
9. Geometric networks (modeling common networks and infrastructures, such as pipelines and electrical lines)
10. Topological, hydrological and cartographic modeling
11. Photogrammetry (measuring through use of photographs)
12. Hydrographic Surveying
13. Bathymetric Surveying
14. Feature Extraction and Derivative Data Creation
    i. Map overlay creation (2D, 3D, and 4D), such as property parcels, facilities, utilities, corridors, and other governmental boundaries and public infrastructure
    ii. Planimetric mapping (manmade and natural features, such as roads, lakes, and buildings)
    iii. Vegetation Rasters and Vectors
15. Geostatistics
16. GIS application development
17. GIS assessment, health check
18. Development of web-based interfaces
19. Imagery as a service
20. LiDAR processing
    i. Indoors
    ii. Outdoors
    iii. 2D
    iv. 3D
    v. 4D (3D geospatial + time component)
21. LiDAR data classification
22. PhoDAR mapping
23. Data Conversion
    i. CAD to GIS
    ii. ETL (Extract Transform Load)
    iii. Coordinate System (Projections) transformation
    iv. Formatting
24. Geocoding and reverse geocoding
25. Web base application development
26. Global Position Services
27. 3D Point clouds
28. GIS Managed Cloud Services
29. Web Mapping Services
30. IT systems and GIS integration
31. GIS training, education, and knowledge base transfer
32. Aerial imagery Interpretation
33. Field data collection
34. Georeferencing
35. Change detection
36. Direct-downlink and delivery services, including but not limited to:
    i. Ground to mobile ground terminals
    ii. Direct access service
    iii. Direct to cell phones, ships and aircraft

RFO Scope, cont.

A. GEOSPATIAL PRODUCTS

1. Datasets
    i. Spatial Datasets
    ii. Aspatial Datasets (non-spatial data that can be associated to geographic locations, such as demographic, socio-economic, business, and other such data)
    iii. Datasets of governmental boundaries and public infrastructure
    iv. Land parcel datasets
    v. Address locator datasets
    vi. Socioeconomic and demographic datasets
2. Imagery obtained using land or water-based vehicles
3. Satellite Imagery
    i. Archive
    ii. Tasking
4. Orthoimagery
    i. Acquisition and Processing
        a. Manned aerial platform
        b. Unmanned Aircraft Systems (UAS)/Drones
5. Oblique Imagery, Historical Imagery and Maps
6. Georeferenced spatial datasets
7. Lidar data
    i. Acquisition and Processing
        a. Manned aerial platforms
        b. Unmanned Aircraft Systems (UAS)/Drones
8. PhoDAR data
9. 2D, 3D and 4D models
10. Other sensor data, including but not limited to:
    i. Electro-optical
    ii. Synthetic aperture radar
    iii. Hyperspectral
    iv. Geomagnetic field
    v. gravity field
    vi. sonar
    vii. other emerging sensor technologies

RFO Scope, cont.

A. IT Based Surveying Hardware, Software and Related Services

1. Surveying robots
2. Global Positioning System (GPS) surveying equipment and systems
3. Digital measuring equipment
4. Surveying instruments and kits
5. Total survey stations
6. Surveying services related to the support of the hardware and software

RFO Scope, cont.

- Vendors are encouraged to bid any or all or any combination of the products or product categories listed above in their proposals.
- Manufacturer Letters of Authorization are required for Resellers

RFO Scope, cont.

Section 3.4 TX Natural Resources Information System (TNRIS) Coordination Requirements

- All DIR vendors must comply with Texas Administrative Code Chapter 205 Geographic Information Standards
- For Geospatial Products (i.e. outputs of GIS hardware, software and services, such as datasets, lidar, and imagery), Customers shall first contact the TNRIS Strategic Mapping Program at StratMap@twdb.texas.gov before submitting a statement of work, obtaining quotes or issuing Purchase Orders to DIR Vendors.
- Customers that procure a public domain dataset (Geospatial Products that do not require a license) must make the dataset available to TNRIS, which will make the datasets available to other agencies, institutions of higher education, and the public.
- All non-proprietary geographic datasets must be made available in at least one digital format that is recognized by the most commonly used geographic information systems. This does not preclude Customers from obtaining geographic datasets in other data formats. TNRIS should be consulted for guidance needed on acceptable dataset formats.

Term of Contract

Section 3.7.2 Contract Term and Automatic Renewal

The term of any Contract awarded from this RFO shall be **two (2) years** commencing on the last date of approval by DIR and Vendor.

NEW!

The contract will **renew automatically for one two (2) year renewal term and one (1) additional one-year term** under the same Terms and Conditions, unless either party provides notice to the other party 60 days in advance of the renewal date stating that the party wishes to discuss modification of terms or not renew.

Evaluation Criteria

- **RFO Section 5.1 – Evaluation of Responses**
  - Incomplete response package will be rejected
  - The financial review and **HSP** review are on a pass/fail basis.
    - **Failure to provide a DUNs number may result in your response being disqualified**.
  - Only responses that receive the passing grade will proceed to the next evaluation phase.

- **RFO Section 5.2 – Evaluation Criteria**
  - Pricing – 45%
  - Vendor History and Experience and Vendor References – 30%
  - Vendor's Contract Marketing and Support Plan – 25%

RFO Schedule

- Section 4.3.1 Anticipated Schedule:

Date/Time	Activity
12/20/2019	Publish RFO on Electronic State Business Daily
1/7/2020 10:00 AM (CT)	Optional Vendor Conference
1/15/2020 2:00 PM (CT)	Deadline for submitting questions
1/24/2020 2:00 PM (CT)	Estimated deadline for posting answers to questions on the ESBD
2/3/2020 2:00 PM (CT)	Deadline for DIR to receive Vendor references
2/3/2020 2:00 PM (CT)	**Deadline for submitting Responses to RFO**
2/4/2020- until completed	Evaluation of responses, oral presentations (if requested) negotiation and contract execution

RFO Contents

Bid Package 1 – RFO DIR-CPO-TMP-444 (contains Exhibits A, B, C, & D)

Bid Package 2 – Pricing List and Submittal Instructions

Bid Package 3 – Standard Terms and Conditions for Product and Services Contracts

Bid Package 4 – Vendor References

Bid Package 5 –Voluntary Product Accessibility Template (VPAT)

Bid Package 6 – Policy Driven Adoption Assessment (PDAA)

Bid Package 7 – EDGAR Certification Form

Bid Package 8 – Sample Product and Services Contract

Bid Package 9 – Sample Master Lease Agreement

Bid Package 10 – Sample Master Operating Lease Agreement

Bid Package 1

- **Bid Package 1 – RFO DIR-CPO-TMP-444**
  - Vendor Information System (VIS) Portal - BidStamp
  - Scope
  - General Information
  - Submission requirements, etc.
  - Evaluation, Negotiations, and Award
  - **Exhibit A**, Vendor Information Form
  - **Exhibit B**, Vendor History and Experience
  - **Exhibit C**, Contract Marketing and Support Plan
  - **Exhibit D** – Historically Underutilized Business (HUB) Subcontracting Plan (The HUB Subcontracting Plan Form is provided in the BidStamp VIS portal.)

Bid Package 1 – Exhibits A, B, & C

Exhibit A, Vendor Information

- This form must be **filled out in its entirety** and **signed by an officer or agent empowered to contractually bind the Respondent.** Complete cancelled contract references if applicable.

Exhibit B, Vendor History and Experience

- Respondent must provide a detailed response to each question detailing the Vendor's history and experience in providing the products and services proposed.

Exhibit C, Contract Marketing and Support Plan

- Respondent must provide a plan that describes the Respondent/Vendor's ability and strategy for promoting and supporting the contract, if awarded.

Exhibit D - HUB Subcontracting Plan (Bid Package 1)

*The HSP form is automated in BidStamp Vendor Information System (VIS). **Vendors will complete the form in BidStamp, print, sign, and upload the signed HSP in the VIS portal.**

Texas Department of Information Resources

Bid Package 1, Exhibit D – HUB Subcontracting Plan

Exhibit D – HUB Subcontracting Plan (Bid Package 1)

- DIR encourages all respondents to seek Historically Underutilized Business (HUB) subcontractors and maximize HUB participation in their bids.
- Responses submitted without a current HUB Subcontracting Plan (HSP) provided in the RFO, will be **disqualified per TAC Rule** §20.285
- All respondents, **HUBs and Non-HUBs**, are required to submit a completed HSP
- The HSP form includes specific instructions for meeting the Good Faith Effort requirements
- Vendors must complete a **new** HUB Plan and a good faith effort for this procurement

Bid Package 1, Exhibit D – HUB Subcontracting Plan

The HUB Goal for this RFO is 26%

- **METHOD A** (Attachment A) - If you are subcontracting and you are meeting or exceeding the HUB Goal for this RFO, you will complete Method A.

- Include all VID numbers for each vendor, all estimated dollar amounts and percentages for each vendor.

Bid Package 1, Exhibit D – HUB Subcontracting Plan

METHOD B (Attachment B) - If you are subcontracting, and are not going to meet the HUB Goal of 26% you will complete Method B.

- **Provide written notification** of subcontracting opportunity listed to at least three State of Texas certified HUBs
- **Provide written notification** of subcontracting opportunity to at least (2) minority or women's trade organization or development center
- Allow no less than seven (7) working days from their receipt of notice for HUBs to respond (keep delivery receipt emails).
- **Note:** Attach supporting documentation (letters, fax transmittals, email, etc.) demonstrating evidence of the good faith effort performed with RFO submittal

Bid Package 1, Exhibit D – HUB Subcontracting Plan

If not subcontracting, your response must contain a detailed explanation demonstrating HOW your company will fulfill the entire contract with its own resources

- Self-Performance Justification must be provided in the space provided in SECTION 3, do not reference sections in the RFO

Bid Package 1 – HUB Subcontracting Plan

You may contact DIR's HUB Department for assistance in completing your HUB Subcontracting Plan (HSP) up to **seven (7) working days** before the RFO submittal.

Lynn Hodde or Theresa Williamson
512-463-9813 or 512-475-4638

Email: lynn.hodde@dir.texas.gov
theresa.williamson@dir.texas.gov
or
dir.hub@dir.texas.gov

Bid Package 2 – Pricing

- **Vendors must submit pricing on DIR's Automated Pricing Form in the BidStamp VIS for products and related services.**
- Volume Pricing will be submitted in Bid Package 2 Pricing Sheet, and uploaded in BidStamp VIS.
- Bid Stamp – Vendors will need to enter the following items:
  - Product Category or
  - Product Subcategory
  - Brand
  - Product Description
  - Service Description
  - Service Category

Bid Package 2 – Pricing

- Product Part Number
- Manufacturer
- MSRP/List Price
- Discount off MSRP/List Price
  - For the purposes of this RFO, the following definitions will apply:
    - **List Price**: the price at which a product is usually sold to the public and from which a trade discount is computed by a prime Vendor that is an authorized reseller for a manufacturer.
    - **MSRP:** the price of a product which the manufacturer recommends that the reseller sell the product. The intention of the MSRP is to help standardize prices among authorized resellers.

Bid Package 2 – Pricing

Vendor must also upload Itemized Price Sheet (Bid Package 2) in BidStamp VIS ("RFO Response Documents" area)

- Itemized Price Sheet (Bid Package 2): The detailed products and/or services offerings shall be provided on Bid Package 2 and shall be uploaded in the BidStamp VIS. *Do not make any changes to the format of the spreadsheet.* Vendors may add additional tabs for each proposed brand. Discounts entered in Bid Package 2 must match the discounts entered in the Automated Pricing Form. DIR may disqualify brand(s) proposed if a discrepancy is found.

Bid Package 2 – Pricing

Complete Catalog: Vendors are highly encouraged to submit the entire catalog of manufacture technology offerings within scope of this RFO. Vendors should provide all detailed products and pricing in Bid Package 2, Itemized Price Sheet.

Vendors, at DIR's discretion, that propose excessive amounts of products/services that are not within the scope of this RFO may be determined to be non-responsive to the RFO and disqualified from further consideration in the solicitation process.

Pricing – Volume Pricing

- Volume Discounts: DIR encourages Vendors to offer VOLUME pricing for specific Products and/or Services.

- Aggregate Sales: If Vendor is proposing increased discounts based on total statewide aggregate contract sales, Vendor must list total contract dollar amount threshold, specific product and/or service or ALL, and discount percentage increase.

- **Vendors offering Volume Discounts should use the Bid Package 2 excel spreadsheet format for all volume discounts.**

- Vendors will need save the EXCEL spreadsheet as a PDF and enter it into Bid Stamp.

Bid Package 3

- Bid Package 3 – Standard Terms and Conditions for Products and Services Contracts

- Bid Package 8 – Sample Contract for Products and Services Contracts

- **No exception**s may be taken to certain terms as indicated on the Standard Terms and Conditions

- **Any exception must be listed in Bid Package 1, Exhibit A, Question 11**.

Bid Package 4 – Vendor Reference Questionnaire

Bid Package 4 - References

- The vendor must provide the vendor reference questionnaire directly to companies/government agencies as specified in Section 4.7.2 of the RFO. Vendors may send the questionnaire through BidStamp VIS.
- Instructions are included on the form.
- DIR is not responsible for undeliverable e-mails or for non-responsive references.
- **References must respond to DIR on the form provided by the due date <u>February 3, 2020, 2:00 PM (CT)</u> in order to be considered in proposal evaluation.**
- The Vendor may NOT submit the reference form to DIR.

- **<u>Forms submitted directly by the vendor to DIR will receive a score of zero</u>**.

Electronic and Information Resources (EIR) Accessibility Forms

Texas state agencies and institutions of higher education are required to procure, develop, and use EIR that is inclusive and accessible to people with disabilities.

This RFO includes the following EIR accessibility related forms:

- **Voluntary Product Accessibility Template (VPAT) – Bid Package 5**
  - Required for all COTS products that contain ANY user interface
  - Referred to an Accessibility Conformance Report (ACR) once completed
- **Vendor Accessibility Development Services Questionnaire (VADSQ) – Bid Package 5**
  - Required for all vendors proposing Non-COTS and services (i.e. development, configuration, implementation, etc.)
- **Policy Driven Adoption for Accessibility (PDAA) – Bid Package 6**
  - Required for all responding vendor companies only (not needed from mfrs it represents)

Voluntary Product Accessibility Templates (VPATs) – Bid Package 5

VPATs / ACRs (when completed by mfr)

- Formal statements for commercial off the shelf (COTS) products and services documenting accessibility compliance to US Section 508 technical standards
  - utilize ITIC VPAT template form.
  - Completion instructions included in template
  - manufacturer-generated and product / product family specific
- Completed by individuals with relevant knowledge of the product accessibility.
- Based on accessibility testing results and supported by documentation (on request).
- Must be accurate; inaccurate claims of compliance could generate end user complaints under the Americans with Disabilities Act.

Vendor Accessibility Development Services Information Request - Bid Package 5

Vendors should complete this form if response includes one or more of the following offering types:

- Website development services
- Web Application Development Services
- Custom development services as part of an integrated solution.
- Client based software application development services
- Other software development services containing one or more user interfaces (end user, admin, etc.)

Vendor Accessibility Policy Assessment Form - Bid Package 6

Why is DIR requesting information on vendor accessibility policy?

- Texas agencies and institutions of higher education are required to procure or develop accessible offerings. Gaps in vendor internal governance systems and leadership commitment inhibit the ability to meet these standards for their products / services.
- Accessibility policy maturity provides insight into vendors' ability to develop accessible commercial off the shelf (COTS) and non-COTS offerings
  - Results mapped to the Policy Driven Adoption for Accessibility (PDAA) Maturity Model
- Vendors can use the results as a roadmap for implementing their organization-wide IT accessibility initiatives, which will help ensure that programs and processes are in place to facilitate the development of future accessible offerings.

<u>Note: Form (excel file) should be completed and returned in its original format</u>

Additional Information regarding EIR Accessibility and VPAT Forms

- **EIR Accessibility Website**
  http://dir.texas.gov/View-Resources/Pages/Content.aspx?id=36

- **PDAA Maturity Model**
  http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/PDAA%20Maturity%20Matrix.pptx

- **Additional Information**
  http://dir.texas.gov/View-Resources/Pages/Content.aspx?id=39#Procurement

Jeff Kline
Program Director
Statewide Electronic and Information Resources (EIR) Accessibility

Email: jeff.kline@dir.texas.gov

General Information

- Reference the RFO page number and Section number when submitting questions.
- **Webinar participants may submit questions electronically at anytime during the webinar, please use the question tab.**
- Questions answered today are unofficial until posted on the ESBD in the form of an Addendum.
- Check the ESBD often for updates
- All questions regarding this RFO must be **submitted in writing through the BidStamp Vendor Information System Portal (VIS)** by 2:00 P.M. (CT), January 15, 2020.

General Information (continued)

- **Disqualification of Offers**
  - Failure to sign Vendor Information Form (Exhibit A)
  - Failure to complete Financial Information (DUNS Number)
  - Failure to complete a Historically Underutilized Business (HUB) Subcontracting Plan (HSP)
  - Failure to submit on or before due date and time
  - Contact with DIR employees regarding this RFO other than designated contacts

- **Delivery of Offers**
  - **Any Vendor responding to this RFO must submit their response through the BidStamp VIS.**

General Information (continued)

Vendors and all vendor representatives shall not attempt to discuss the contents of this RFO with any employees or representatives of DIR other than designated contacts. Failure to observe this restriction may result in disqualification of any related Response.

General Information (continued)

Contacts for inquiries regarding this RFO

Carrie Thomas – carrie.thomas@dir.texas.gov

Contacts for the following related topics:

Vendor Information Systems (VIS) Portal - BidStamp: Joan Scott – joan.scott@dir.texas.gov

HUB Subcontracting Plan: Lynn Hodde – dir.hub@dir.texas.gov

Statewide Electronic and Information Resources (EIR) Accessibility: Jeff Kline – jeff.kline@dir.texas.gov

DIR Cooperative Contracts

- DIR combines the buying power of DIR Customers to obtain volume-discounted pricing for IT products and services.

- Customer purchases through the Cooperative Contracts Program resulted approximately $6 billion for fiscal years FY2017 – FY2019. See Bid Package 1, Section 1.2.5, Historical Sales.

- The volume of products sold through the current GIS contracts (21 contracts awarded) is **$28,280,886**.

- The volume of products sold through the current Land Surveying contracts (7 contracts awarded) is **$8,101,301**.

Threshold and SOW Requirements

Beginning September 1, 2017, the Threshold Requirements for IT Commodities (Hardware, Software and Services) are as follows:

Contract Value	Number of DIR Vendors
$50,000 or less	May award directly to DIR Vendor of choice
More than $50,000 but not more than $1 million	Three (or all DIR Vendors in a category with less than three vendors)
More than $1 million but less than $5 million	Six (or all DIR Vendors in a category with less than six vendors)
More than $5,000,000	Agencies must conduct an independent procurement and cannot use DIR Cooperative Contracts

State agencies procuring more than $50,000 worth of services from DIR Contracts must submit their draft and final Statements of Work to DIR for review and approval prior to making payment to a Vendor.

Bid Submittal

- Any Vendor responding to this RFO must submit their response through the BidStamp Vendor Information System (VIS)

- Before users can access any of the BidStamp VIS portal functionality, they will be required to provide login credentials to access a new or existing account. Vendors will access the BidStamp VIS Portal via **http://dircommunity.force.com/BidStamp** and enter in their access credentials.

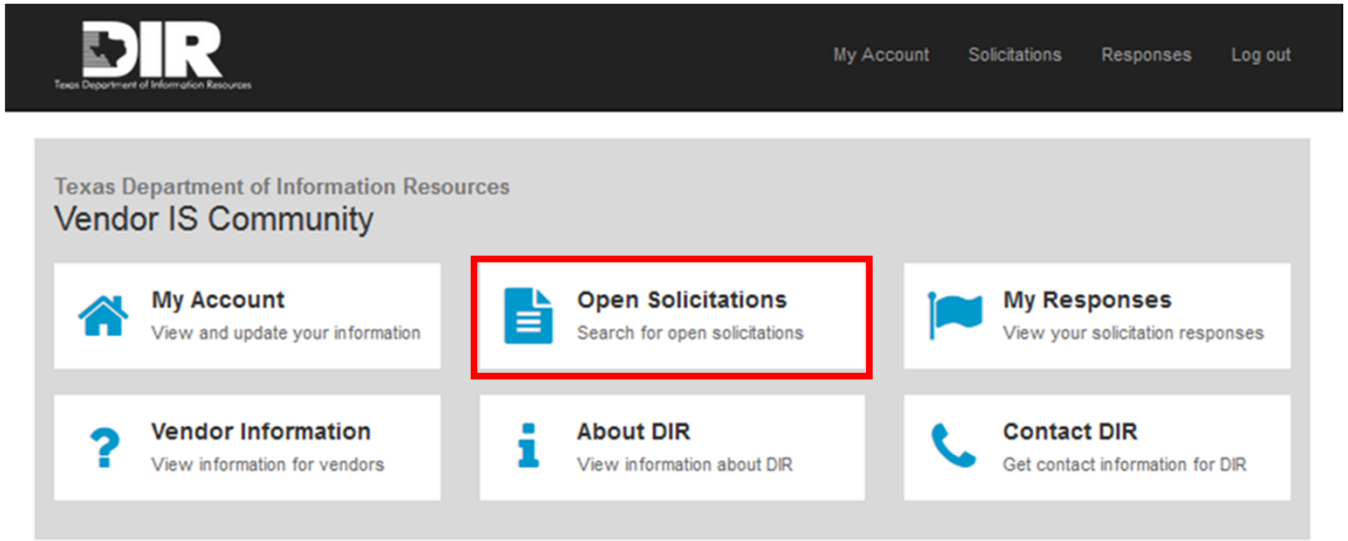
- If a Vendor does not yet have login credentials, Vendor will request one by clicking on "Are you a vendor and need to request an account?" button that is located on the login page.

Bid Submittal

- Persons with disabilities who seek accommodation, under the Americans with Disabilities Act (ADA), in responding to this solicitation may contact DIR at the point of contact in section 4.1 of this solicitation. Please allow at least five business days for response.

Responding to a Solicitation

After Vendor account is enabled, Vendor will submit and manage RFO responses from the BidStamp VIS portal.

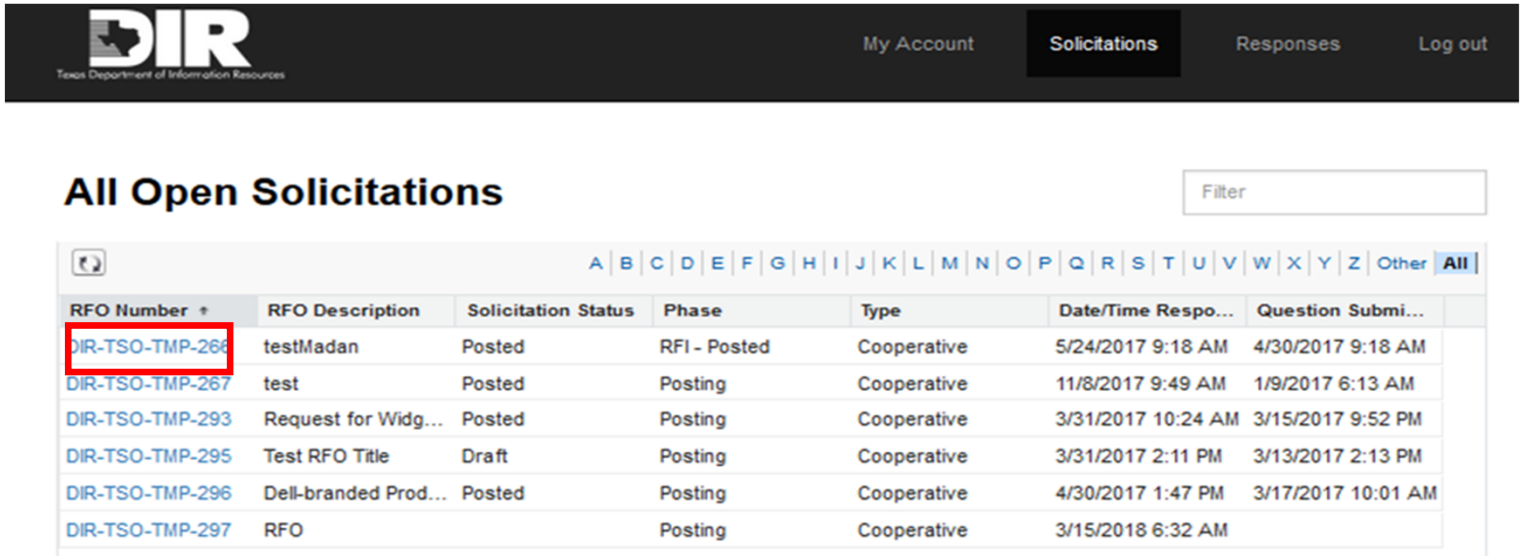


The Vendor BidStamp Guide and the presentation are posted on DIR's website on the Information For Vendors page.
http://dir.texas.gov/View-Information-For-Vendors/Landing.aspx

Creating a New Response

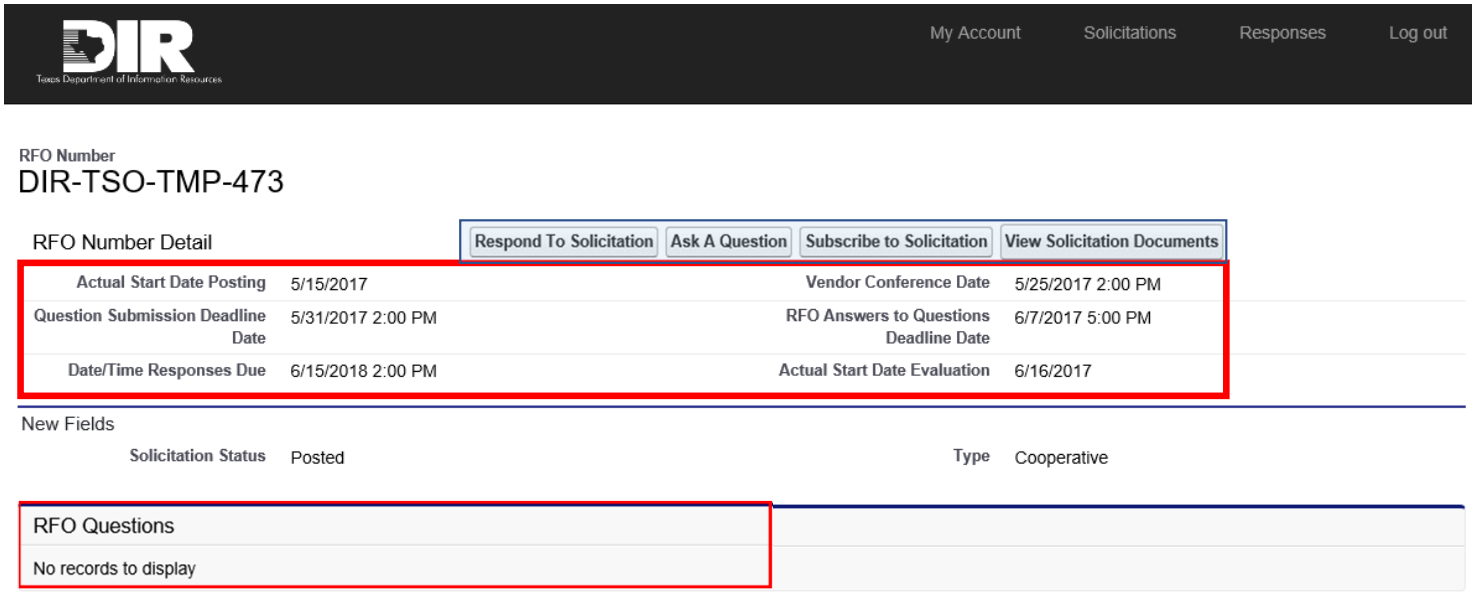
To create a new response:

1. Log in to the VIS portal and select the “Open Solicitations” tile
2. Click on the “RFO Number” (**DIR-CPO-TMP-440**) of the solicitation you want to respond to
3. You will be navigated to the “RFO Number” detail page



RFO Number	RFO Description	Solicitation Status	Phase	Type	Date/Time Respo...	Question Submi...
DIR-TSO-TMP-268	testMadan	Posted	RFI - Posted	Cooperative	5/24/2017 9:18 AM	4/30/2017 9:18 AM
DIR-TSO-TMP-267	test	Posted	Posting	Cooperative	11/8/2017 9:49 AM	1/9/2017 6:13 AM
DIR-TSO-TMP-293	Request for Widg...	Posted	Posting	Cooperative	3/31/2017 10:24 AM	3/15/2017 9:52 PM
DIR-TSO-TMP-295	Test RFO Title	Draft	Posting	Cooperative	3/31/2017 2:11 PM	3/13/2017 2:13 PM
DIR-TSO-TMP-296	Dell-branded Prod...	Posted	Posting	Cooperative	4/30/2017 1:47 PM	3/17/2017 10:01 AM
DIR-TSO-TMP-297	RFO		Posting	Cooperative	3/15/2018 6:32 AM	

Creating a New Response, *cont.*



This page will display important deadlines for the solicitation and list any questions Vendor has submitted.

Buttons discussed on the next slide.

Creating a New Response, *cont.*

RFO Number Detail Button Description:

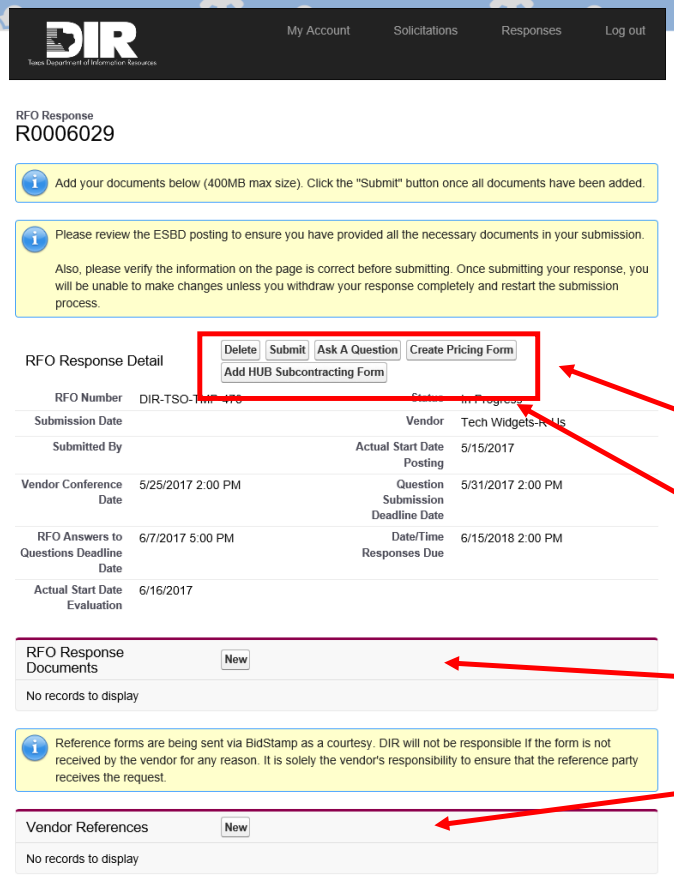
- **Respond to a Solicitation (or View Response)**: Create a new response or view a response that is in-progress. If a response has already been created or started, this button will read as **"View Response"** and allow you to resume your progress on an existing RFO response.

- **Ask A Question:** Submit a question to be reviewed by a DIR resource. Questions can be submitted up until the "Question Submission Deadline date" indicated in the RFO document and on the detail page.

- **Subscribe to Solicitation:** Subscribe to a solicitation if you would like to receive addendum notifications. To subscribe to the solicitation, you must select the "Subscribe to Solicitation" button AND have enabled your contact to "Receive Notifications".

- **View Solicitation Documents:** Navigate to the ESBD posting for a solicitation and view the solicitation's documents.

Respond to a Solicitation



"RFO Response Page" buttons:

- **Delete:** Delete all information that has been uploaded and the response record before the response has been submitted. **Note:** Once the response is submitted, Vendor must use the **Withdraw** button that will appear upon solicitation submission.
- **Submit:** Submits the response record and all associated information. *(reference Vendor Guide Section 5.7)*
- **Ask A Question:** Questions can be submitted up until the "Question Submission Deadline date" indicated in the RFO document and on the detail page. *(reference Vendor Guide Section 5.6)*
- **Add (or Edit) HUB Subcontracting Form:** Complete an automated version of the HSP form. Note: Vendors must also print, sign, and upload the signed HSP. *(reference Vendor Guide Section 5.4)*
- **Create Pricing Form:** Create a pricing form to submit pricing information for your response *(reference Vendor Guide Section 5.5)*
- **New (RFO Response Documents):** Upload required files indicated in the RFO posted on the ESBD *(reference Vendor Guide Section 5.2)*
- **New (Vendor References):** Submit a new reference's email address and opt to send the vendor a reference *(reference Vendor Guide Section 5.3)*

Mandatory Submissions

RFO Section 4.7.1 – Mandatory Response Contents

RESPONDENT MUST PROVIDE THE ITEMS LISTED BELOW OR THE RESPONSE WILL BE REJECTED.

- Exhibit A – Vendor Information **(SIGNED)**
- Exhibit A – **Canceled Contracts** – Attachments 1 and 2 (if applicable)
- Exhibit B – Vendor History and Experience
- Exhibit C – Contract Marketing and Support Plan
- Exhibit D – HUB Subcontracting Plan **(SIGNED)**
- Pricing – Bid Package 2 (Automated Pricing Form in BidStamp VIS)
- Signed Letter(s) from Manufacturer/Publisher
- Software License Agreements and/or Service Agreements
- Policy Driven Adoption Assessment (PDAA) – Bid Package 6

- **Any addendum requirements – check the ESBD for these; Vendors do not receive notice**

Questions

- Break (10 minutes)
- Reference the Section Number and page number with your submitted question.
- Questions answered today are unofficial until posted on the ESBD.
- Submit additional questions through BidStamp VIS.

Reminder

- Questions answered today are unofficial until posted on the ESBD in the form of an Addendum.

- Any changes or additional information regarding this RFO will be posted as an addendum to requisition number DIR-CPO-TMP-444 on the Electronic State Business Daily, http://www.txsmartbuy.com/sp/DIR-CPO-TMP-444

- It is the responsibility of Vendors to monitor the EBSD web site for addenda.

RFO Schedule

- Section 4.3.1 Anticipated Schedule:

Date/Time	Activity
12/20/2019	Publish RFO on Electronic State Business Daily
1/7/2020 10:00 AM (CT)	Optional Vendor Conference
1/15/2020 2:00 PM (CT)	Deadline for submitting questions
1/24/2020 2:00 PM (CT)	Estimated deadline for posting answers to questions on the ESBD
2/3/2020 2:00 PM (CT)	Deadline for DIR to receive Vendor references
2/3/2020 2:00 PM (CT)	**Deadline for submitting Responses to RFO**
2/4/2020- until completed	Evaluation of responses, oral presentations (if requested) negotiation and contract execution

Conference Closing

- All questions, inquiries must be directed to Carrie Thomas

Carrie Thomas

Phone: 512-936-2353
Fax: 512-936-6896
Email: carrie.thomas@dir.texas.gov

Thank you for attending today's Webinar!

Texas Department of Information Resources
Request for Offer: DIR-CPO-TMP-444
Vendor Conference Sign-in Sheet
January 7, 2020 / 10:00 A.M. (CT)

PLEASE PRINT LEGIBILY

REPRESENTATIVE	COMPANY NAME	E-MAIL ADDRESS	HUB STATUS
Ed Turner	Sundex	edt@Sundex.com	No
Parish Patel	Tessellations Inc	garesh.patel@tessellations.u	Yes
Beni Patel	Tessellations Inc	beni@tessellations.us	Yes
Verladyne Williams	ICT / TeachMeGIS	verladyne.williams@teachmegis.com	yes
Jennifer Harrison	ICT / TeachMeGIS	Jennifer.Harrison@TeachMeGIS.com	yes
Ed Copeland	Wooldpert	ed.copeland@wooldpert.com	No
Joey Thomas	TNRIS/TWDB	Joey.Thomas@twdb.texas.gov	—
Chris Chalmers	Atlantic	chris.chalmers@Atlantictech	NO
Trui Tracy	Esri	ttracy@esri.com	NO
Rodney Cope	Aero-Graphics	rcope@aero-graphics.com	NO
Brian McNamara	Haff Associates, Inc.	bmcnamara@haff.com	NO

Texas Department of Information Resources
Request for Offer: DIR-CPO-TMP-444
Vendor Conference Sign-in Sheet
January 7, 2020 / 10:00 A.M. (CT)

PLEASE PRINT LEGIBILY

REPRESENTATIVE	COMPANY NAME	E-MAIL ADDRESS	HUB STATUS
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Gayla Mullins	TNRIS / TWDB	gayla.mullins@twdb.texas.gov	N/A
STACY NIGHT	NTT DATA	STACY.NIGHT@NTTDATA.com	NO
CHRIS FRIEL	MICHAEL BAKER INTERNATIONAL	chris.friel@mbakerintl.com	
Thomas Brown	HDR	Thomas.Brown@HDRINC.com	No
Bridget Mercotte	Sanborn	b.mercotte@sanborn.com	No
Kristi Teyk	AECOM	kristi.teyk@aecom.com	No

DIR-CPO-TMP-444
Pre-bid conference attendee list - Webinar

Last Name	First Name	Email Address
Beall	Laci	Laci@sss-inc.com
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Akin	Chris	cakin@dunawayassociates.com
Copeland	Edward	Ed.copeland@woolpert.com
Flynn	Beth	bflynn@appgeo.com
Hinton	Curtis	chinton@geotg.com
Night	Stacy	stacy.night@nttdata.com
Patel	Paresh	paresh.patel@tessellations.us
Teykl	Kristi	kristi.teykl@aecom.com

Department of Information Resources

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 3

This addendum to Request for Offer (RFO) DIR-CPO-TMP-444 contains:

1. Modifications to RFO

   1. **Bid Package 1, Request for Offer, Section 3.1.1 Pricing is amended to the following:**

      3.1.1 Pricing

      Any Vendor responding to this RFO must submit specific pricing for the products requested herein. For the purposes of obtaining pricing and evaluating the responses to this RFO, the products and related services, if any, shall be priced and discounted as instructed in this solicitation number DIR-CPO-TMP-444. All products for Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services may be made available through a Contract.

      Vendors must submit pricing on DIR's Automated Pricing Form in the BidStamp VIS. Failure to respond as instructed may result in Vendor's offer being disqualified from further evaluation.

      1. **Automated Pricing Sheet in BidStamp VIS portal:** Vendors must offer only one discount for each Product Category listed. The discount for each product category will be applied to all products within the product category to determine the net DIR Customer price. The price to the DIR Customer shall include all shipping and handling fees. Vendor shall only enter in <u>products</u>. Do not enter <u>product related services</u> in this Automated Pricing Sheet. Do not enter <u>services only</u> in this Automated Pricing Sheet.

         The Automated Pricing Sheet BidStamp fields include:

         - **Product Category** (Item description) Example: GIS Hardware
         - **Product Sub-Category** (Product type)) Example: 3D displays
         - **Brand Example**: Trimble, Esri, etc. NOTE: **Brand name must be submitted as spelled in the general marketplace**. (Example: HoverCam is correct. Hover Cam is incorrect)
         - **Product Description**: if line item is a <u>service</u> enter N/A
         - **Product Part Number**: if providing detailed line item provide a product or service number, if not, enter N/A
         - **Manufacturer**: check if vendor is the manufacturer
         - **Reseller**: check if vendor is an authorized reseller of the line item
         - **MSRP:** provide MSRP or List if providing detailed line item or N/A if offering brand discount
         - **Discount off MSRP**: provide discount for detailed line item. Provide average discount for each brand.

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 3

2. Pricing Sheet/Bid Package 2 Excel Spreadsheet – In addition to entering pricing information on DIR's vendor pricing form in BidStamp VIS, vendor must also upload proposed catalog (Tab 2 of Bid Package 2) of products/services/solutions with pricing and discounts that vendor is proposing on this RFO. Vendors shall enter brand product details in Tab 2 of this spreadsheet. Vendor must offer only one price for each product listed.

   For services only, enter service details/information in Tab 3. For Unit of Issue (Column E), enter description of measurement such as hour, day, week or other measurement depending on nature of service provided. Enter discount being offered in Column F. Do not enter anything into Column G as it will automatically calculate DIR customer price.

   IMPORTANT*:* The Vendor's discount calculation entered in Bid Package 2 must match the discount entered in the BidStamp pricing sheet. DIR may disqualify brand(s) proposed if a discrepancy is found.

Department of Information Resources

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 4

This addendum to Request for Offer (RFO) DIR-CPO-TMP-444 contains:

1. Modifications to RFO – extending the due date to **2:00 p.m., February 21, 2020**
2. Modifications to Pre-bid Conference Presentation Slides

1. MODIFICATIONS TO RFO

1. Bid Package 1, Request for Offer, Section 4.3.1 RFO Schedule is amended to the following:

4.3.1 RFO Schedule

It is DIR's intention to comply with the following schedule for this RFO. These dates represent a tentative schedule of events. DIR reserves the right to modify these dates at any time. Prospective Vendors will be notified of modifications to the schedule via the Electronic State Business Daily (ESBD) web site.

Date/Time	Activity
December 20, 2019	Publish RFO on Electronic State Business Daily (ESBD)
January 7, 2020 10:00am (CT)	Optional Vendor Conference
January 15, 2020 02:00pm (CT)	Deadline for submitting questions
January 24, 2020 02:00pm (CT)	Estimated date for posting answers to questions on the ESBD
February 21, 2020 02:00pm (CT)	Deadline for DIR to receive Vendor references
February 21, 2020 02:00pm (CT)	**Deadline for submitting responses to RFO**
February 24, 2020 – until completed	Evaluation of responses, oral presentations (if requested), negotiation and contract execution

2. Modifications to Pre-bid Conference Presentation Slides

1. Slide 41, General Information (continued) is amended to the following:

Contact for inquiries regarding this RFO
Carrie Thomas – carrie.thomas@dir.texas.gov

Geographic Information Systems (GIS) Hardware, Software, and Services and Information Technology (IT) Based Surveying Hardware, Software and Related Services

Request for Offer DIR-CPO-TMP-444

Addendum 4

Contact for the following related topics:
Vendor Information System (VIS) Portal – BidStamp:
Stephanie Harrison –Ph: (512) 436-3290 or Email: stephanie.harrison@dir.texas.gov

HUB Subcontracting Plan:
Lynn Hodde – dir.hub@dir.texas.gov

Statewide Electronic and Information Resources (EIR) Accessibility:
Jeff Kline – jeff.kline@dir.texas.gov

END