

**RFP ADDENDUM**

February 13, 2015

**ADDENDUM NO. 4 TO ALL OFFERORS:**

Reference –Request for Proposals: RFP 15-363  
Commodity Code/to Furnish Goods or Service: 91551, 83829, 96218; Internet Service Provider  
Dated: January 29, 2015  
For Delivery to: University of Mary Washington,  
Commonwealth of Virginia  
Proposal Due Date: **February 26, 2015; 2:00PM EST**

This addendum consists of three (3) pages.

**ADDENDUM #4**

**Due Date Extension: The Internet Service Provider RFP proposal due date has been extended one week now to be due on February 26<sup>th</sup>, 2015 at 2:00PM EST. The period for vendor questions has not been extended.**

Revised Time Line and Key Dates:

- A. Proposals are Due: February 26, 2015; 2:00PM EST
- B. Initial Evaluations Complete and Score Sheets Due: March 5, 2015
- C. Tentative Proposal Clarifications and/or Presentations (save the date): March 9-13, 2015
- D. Tentative Negotiations to be complete by March 25, 2015
- E. Tentative Award/Intent to Award: March 26, 2015
- F. Tentative Commencement of Contract (signed): April 6, 2015
- G. System "Go Live" Date: No later than July 31, 2015

**Questions from Offerors:**

1. How many campus buildings are being serviced by the current service provider? Would there be a mapping of the services provided under contract at present? Would you consider additional value added services in the evaluation criteria for award?  
**The two main areas being serviced by Cox, the current service provider, as well as locations for maps of these areas, is provided in both the Background section of the RFP as well as the Scope of Work. Please reference these sections in the RFP. Any additional value added services can be submitted in the proposal and will be reviewed when evaluating, however the main scope of the RFP remains the same as outlined in the Scope of Work.**
2. Is there any particular place UMW would like to have the circuits terminated?  
**For the Fredericksburg Campus we would like to have the connection coming into the new data center located in the ITCC (Information Technology Convergence Center). For the Stafford Campus we'd like to have the connection coming into the South building.**
3. Is there currently a circuit between the Fredericksburg and Stafford Campuses?  
**There is a circuit but not for internet services. The two campuses are connected via a Verizon ELAN connection.**
4. In general is there some reason UMW is looking to move from the current provider Cox?  
**The current contract with Cox for Internet Services has its final expiration in September 2015, therefore we have to rebid for these services to ensure no lapse in service.**
5. Are you looking for a single demarcation for both the Stafford and the Fredericksburg Campuses? Would the optional locations such as the Belmont sites have one demarcation as well?  
**Yes we are looking for a single demarcation at the Fredericksburg campus, and a single demarcation at the Stafford Campus. Yes, we are looking for one demarcation at each of the optional sites.**

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6. What type of connection and speed are at the optional sites?  
**The connection types and speeds at the optional sites are as follows:**
  - a. Belmont – 224 Washington St. – Internet 30M/10M
  - b. James Monroe Museum - 908 Charles Street – Internet 30M/10M
  - c. Cornell House – 915 Monroe St. – Internet 6M/2M, TV
  - d. 1104 College Avenue – Internet 6MM/2M, TV
  - e. 1125 Jefferson Davis Hwy Suite 200 – Internet 15M/5M
7. So are these additional sites not serviced by the current Cox circuit?  
**They are not serviced by the current two campus circuits. The optional sites are all separate circuits.**
8. Do you need static IP addresses provisioned for either campus? If you are, are you looking for new IP addresses or plan to port over existing ones?  
**Yes we will need static IP addresses. We are looking to port over existing IP addresses.**
9. Is there any cabinet or rack space in the ITCC building and the Stafford Campus? What about the optional locations?  
**Yes there is cabinet or rack space available in the ITCC building and the Stafford Campus. Yes there is space available in the optional locations and the space needed is very minimal. There's a place to terminate in each of those locations.**
10. Even though it's not included in the scope of this RFP, is there a current circuit providing service to the Dahlgren Campus?  
**Yes but that is also a TLS/ELAN circuit from Verizon. We have a 40Mbps circuit through MetroCast for internet access at Dahlgren.**
11. The University included the MSA in an attachment to the RFP but are you willing to consider any other vehicles such as The Quilt?  
**Please review the MSA and if you take any exception to it please return marked up. Our Master Agreement is currently our standard protocol. If there are any other contract vehicles you would like us to consider, you may include those options with your proposal for consideration.**
12. Have you learned anything by working with Cox that might help us understand your requirements better?  
**No, the requirements as stated explain what we are looking for.**
13. Is there UMW owned-fiber (or other high-bandwidth circuit) on the campus that a provider responding to the RFP can access to reach the IT Convergence Center? If so, please provide a map or a diagram of the existing fiber.  
**UMW owns and maintains a conduit and fiber cabling infrastructure system on its Fredericksburg and Stafford Campuses. Vendors can utilize unused UMW conduit to enter a campus and reach a demarcation location. However, vendors must pull their own fiber cable through the conduit to the demarcation to provision a circuit. On the Fredericksburg Campus, UMW's conduit can be accessed from the College Avenue side of campus. On the Stafford campus, UMW's conduit can be accessed from the University Blvd side of campus. Maps of both campuses are available on UMW's website.**
14. Is there an accessible copy of the current Cox contract?
15. **Please check our contract portal for documents of the current Cox contract.**  
<http://umw.cobblestonesystems.com/public/>
16. Does UMW own its public IP addresses?  
**Yes, UMW owns its own IP addresses.**
17. Regarding Section XII, will the University reimburse Vendors for any early termination fees payable to third parties as a result of any cancellation of contracts during the term of the contract? Will the University pay the property surcharge of 4.25% the cost recovery fee of 3% and the Virginia recovery surcharge of 0.5% if set forth in the response by line item or should these charges be built into the contractor's price? Will the University provide some examples of work that DMBE-certified business can provide on the resulting contract for an Internet Service Provider in order to assist in meeting the subcontracting goal of 42%? Is there any way that the University of Mary Washington will accept our company-wide plan and standard certification process and associated spend reports? Would a local exchange carrier (such as Verizon or AT&T) that would only provide a portion of their fiber network along

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the path, as opposed to what is thought of as traditional subcontracting work, be considered a subcontractor under this contract?

**For cancellation fees, ultimately we need more information to answer this question, so for now plan on the fees being built into the cost of services or we can discuss it at a later time. The University expects that the cost proposal pricing includes the vendor's total price for providing services. For the question on examples of how a DMBE-certified business can provide work that would contribute to the 42% swam goal – any work done on this contract by a DMBE certified small business would be able to count towards that swam goal. If the supplier or any subcontracted work is not DMBE small certified, that work will not count towards the 42% swam spend goal. For the question if UMW will accept the company-wide plan and standard certification process and associated spend reports, we need more information to answer this question – this can be discussed at a later time. The legal definition of subcontracting: *One who takes a portion of a contract from the principal contractor or from another subcontractor.***

**Change to Section IX.A. Evaluation and Award Criteria:**

EVALUATION AND AWARD CRITERIA: The selected vendor(s) must have the demonstrated ability to successfully conduct the type of work specified in the objectives.

- A. Evaluation Criteria:** Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Quality of Solution in Proposal	25
Total Cost including installation, maintenance, etc.	25
Vendor Qualifications (experience in providing service to similar entities)	20
Service Level Agreement	15
Implementation Timeline (includes installation and testing)	10
Small Business Subcontracting Plan	5
Total	100

**END OF ADDENDUM #4**

Michelle Miller

Buyer Specialist, Procurement Services

Phone: 540/654-2260

\*Acknowledged receipt of RFP 15-363 Addendum #4(and all addenda) should be acknowledged and included in the RFP submittal package:

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SIGNATURE

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DATE