



Department of Property & Procurement

Government of the United States Virgin Islands

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July 14, 2015

AMENDMENT # 2 RFP-021-2015(P) Qualified firm or individual(s) to provide a Human Resource Information System software services to support and manage human capital through its Office of Human Resources in the St. Thomas/St. John and St. Croix District

INSERT: Question/Answer(s)

DELETE: Proposal Due Date of Monday, July 20, 2015 at 4:00 p.m.

INSERT: *NEW PROPOSAL DUE DATE of Monday, July 27, 2015 at 4:00 p.m.*

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

QUESTION & ANSWER(s):

Question 1: Please confirm whether a Commercial General Liability policy in excess of \$100,000 dollars will satisfy the requirement for a public liability policy. Also please resolve inconsistencies between Section IV(6) and Instruction M(1).

Answer: The Public Liability in Instruction M(1) is the standard amount that the government usually request, however, it is at the user agency(s) discretion to increase or decrease this amount. In this case, the Department of Education, Section IV (6) request for One million dollars (\$1,000,000) will satisfy the requirements for a public liability policy.

Question 2: Does pricing need to be submitted in a separate volume or can we submit pricing with our narrative proposal under a separate tab?

Answer: Pricing needs to be submitted in a separate volume because the price is not a factor used in the evaluation committee's rating criteria and the evaluation is independent of the price submitted for each proposal.

Question 3: Section D. Contract Terms appears to be designed only for professional services. Can you confirm that payment for Cloud subscriptions or software will be made, as is customary for both possible solutions, when the Cloud solution or software code is first made available to the Government?

Answer: Yes, payment will be made to the awardee of the RFP once a contract is negotiated and upon verification and receipt of deliverables.

Question 4: What criteria will the Department of Education use to evaluate vendors?

Answer: The selection criteria will include the factors listed under “Factors for Discussions” of the RFP.

Question 3: Please clarify requirement F(7). Is the Government seeking a demonstration at its site, or is it seeking to have the selected vendor perform services on-site? Since the Government is seeking a Cloud based software HRIS service, on-site performance appears to be incongruous.

Answer: The Government will notify bidders if additional information is required during the Evaluation Process. Further, the nature of contractual performance will be addressed with the successful bidder during negotiations.

Question 4: Is the Department of Education willing to sign a mutual NDA to protect the confidentiality of the vendor responses

Answer: The Government issued RFP and as such, all vendor proposals are held accordingly.