

Date:	December 12, 2008
Subject:	Telecommunications Managed Services
Solicitation Number:	6100004339
Opening Date/Time:	February 17, 2009 at 1:00 pm EST
Addendum Number:	3

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

1. The Commonwealth is extending the opportunity for a third round of questions and answers. The third and final round of questions are due on January 5, 2009 by 5:00 pm EST. Questions should be sent to the Issuing Officer as per the RFP.

2. The Commonwealth is extending the proposal due date. Proposals are due on February 17, 2009 by 1:00 pm EST.

3. The Pricing Forms Workshop was recorded and is available for viewing at:

https://equaterra.webex.com/equaterra/lsr.php?AT=pb&SP=EC&rID=10915602&rKey=7F2077445B7E6F63

4. The slide presentation from the workshop has also been made available. It has been posted to the supplier portal and is labeled "Offeror Pricing Forms Workshop".

For electronic solicitation responses via the SRM portal:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to 'My Notes", use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any
 questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation
 opportunity.

For solicitations where a "hard copy" (vs. electronic) response is requested:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

PA Department of General Services Kay Shaffer 555 Walnut Street, 6th Floor Harrisburg, PA 17101

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.



Commonwealth of Pennsylvania

Very truly yours,

Name:	Kay Shaffer
Title:	Associate Commodity Manager
Phone:	717-346-3830
Email:	kashaffer@state.pa.us

Telecommunications Managed Services Offeror Pricing Forms Workshop

The Commonwealth of Pennsylvania

December 4, 2008



Discussion Topics

- » Introductions and General Information
- » Pricing Forms overview
- » Concepts and terminology
- » ARCs & RRCs Methodology



Introductions and General Information

- » The Commonwealth's team:
 - » Mike Celovsky
 - » Charles Collier
 - » Elizabeth Newman
 - » Kay Shaffer (DGS Issuing Office)



Elements of Pricing Forms

- » Cover Page
- » Offeror Instructions
- » Annual Summary Fees
- » Transition Charges
- » Monthly Base Charges
- » ARCs & RRCs
- » Baselines
- » Offeror Assumed Baselines
- » Baseline Delta
- » Project Rate Card
- » Termination Charges
- » Notes (Offeror)
- » Definitions



Resource Units

» What are they...

- True drivers/unit of work for the function to be performed by the Offeror
- » Volume/s that can be measured/quantified
- » Can be tracked with limited associated costs
- The incremental \$ the client would pay or receive credit for an incremental driver/unit that increases or decreases the baseline volume
- » Agree that the resource unit volumes will deviate from the baseline over time
- » Forecast the volume for the baseline based on available information



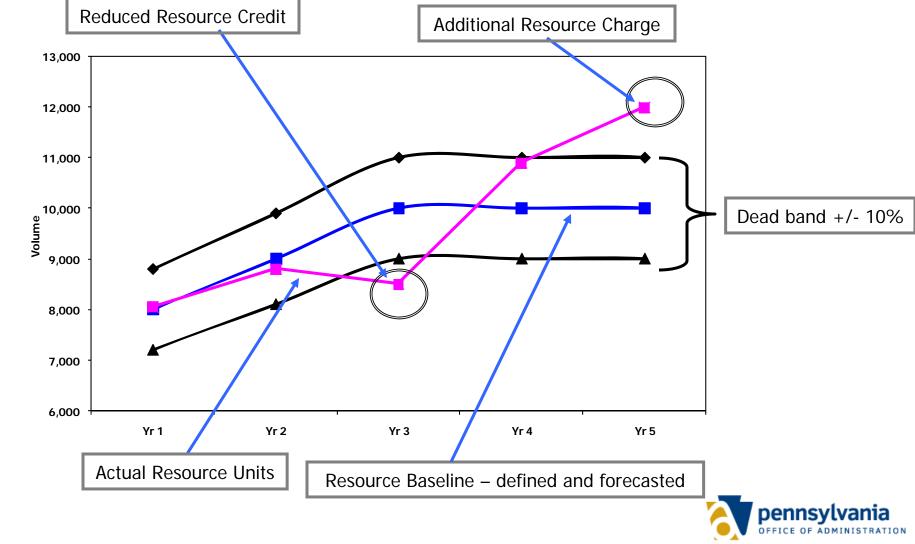
ARCs & RRCs

» Definition

- » ARC (Additional Resource Charge) an incremental charge to the customer for consumption of resource units <u>above</u> the defined resource baseline
- » RRC (Reduced Resource Credit) a credit to the customer for consumption of resource units <u>below</u> the defined baseline
- Deadband defined range around the resource baseline where volume consumption can fall without triggering an ARC/RRC.
- » Resource Unit the cost driver or work unit that affects the level of effort for a defined activity/service
- » Resource Baseline the projected volume of work units to incur over a specified period of time



ARC / RRC Methodology



Attributes of ARC/RRC Pricing

- » Potential for volumes to change from period to period.
- » Enables competitive pricing for additional volume while providing protection for reduced volume.
- » Objective measurements.
- » Easily measured and auditable.
- » Information available to facilitate chargeback for consumption.
- Proper balance between detailed cost drivers and expense to administer is achieved.



Annual Fees and Transition

» Annual Summary Fees

- » Page provides the "roll-up" of fees including monthly base charges and transition charges
- » Option section to depict alternative solution
- While formulas are embedded, Offeror should verify all figures and calculations on this for accuracy
- » Transition Charges
 - » Includes any transition charges including one-time charges.



Annual Summary Fees - Example

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Monthly Base Charges

» Monthly Base Charges

- » Organized based on baseline resource units (found in the Baseline tab).
- » All resource units are defined in the Definitions tab.
- » Offeror should depict charges by month, and the sheet will calculate summary of charges by year.
- » Optional Alternative Solution
 - As part of the Cost Submittal, the Offerors can propose a solution that supports the current infrastructure and services, replaces the existing infrastructure with new, or a combination of both existing and new.
 - » Use of the RFP, its Exhibits, and any Addenda that are issued is required for the development of the Offeror's solution.
 - » Offerors can provide pricing for non-defined Resource Units (i.e. WAN connectivity that isn't described).



Monthly Base Charges - Example

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Alternative Solution - Example

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Baselines, Offeror Assumed & Delta

» Baselines

- » Baselines contain an inventory of the resource units.
- » How to utilize and reference the circuit inventory.
- » Offeror Assumed Baselines
 - » Offeror should utilize this tab to depict how it will assume the resource units that make up the baseline.
- » Baseline Delta
 - » This will automatically calculate based on the inputs in the Offeror Assumed Baseline.



Baselines - Example

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23 complete listing of Frame Relay Circuits) ATM (Refer to the Circuit Inventory, Exhibit G for a complete listing															
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Offeror Assumed Baselines - Example

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Project Rate Card

- The Offeror should use this tab to provide professional hourly billable rates for FTEs requested by the client to perform additional project work.
- The Offeror should identify the FTE types, different skill sets by type and the various rates associated with them. The skills sets identified should be clearly linked with the rates listed in this sheet.



Project Rate Card - Example

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Termination

» Termination Charges

- » Unamortized Assets The unamortized portion of investment made by supplier in amortizable assets necessary to enable supplier to deliver the services.
- » Capped Wind-Down Expenses Only the actual costs and expenses directly incurred by supplier (no profit margin or administrative fees shall be added to these items) in order to wind down the services upon the termination of the SOW, in whole or in part, will be reimbursed to the supplier by the Commonwealth (for example, redeployment of people, contract termination charges for approved subcontractors or lease breakage penalties for supplier's leased equipment).



Termination - Example

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Offeror Notes

» Offeror notes would include items like:

- » If used, a description of the Optional Alternative Solution section and definitions for any additional resource units or components used.
- » Baseline delta information: what considerations did the Offeror use when developing the Offeror's Assumed Baseline?
- Other Offeror considerations that better clarify their solution to improve Commonwealth's understanding.



Definitions - Example

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7	Metro P2P Ethernet 500Mbps	MetroEthernet circuit of a specific size (as detailed in the Transport/Ethernet section of the Base Charges tab) authorized for use by the Commonwealth. Circuit terminates within the same metropolitan area. Charges consist of the transport systems supporting the service including any equipment required to terminate the circuits and any backup circuits and associated usage, but shall exclude (a) any redundant circuits; and (b) the support and management and premise-based equipment and software supporting the service. Rate tables should be included with Cost Proposal.
8		MetroEthernet circuit of a specific size (as detailed in the Transport/Ethernet section of the Base Charges tab) authorized for use by the Commonwealth. Circuit terminates within the same metropolitan area. Charges consist of the transport systems supporting the service including any equipment required to terminate the circuits and any backup circuits and associated usage, but shall exclude (a) any redundant circuits; and (b) the support and management and premise-based equipment and software supporting the service. Rate tables should be included with Cost Proposal.
9	Metro P2P Ethernet 100Mbps	MetroEthernet circuit of a specific size (as detailed in the Transport/Ethernet section of the Base Charges tab) authorized for use by the Commonwealth. Circuit terminates within the same metropolitan area. Charges consist of the transport systems supporting the service including any equipment required to terminate the circuits and any backup circuits and associated usage, but shall exclude (a) any redundant circuits; and (b) the support and management and premise-based equipment and software supporting the service. Rate tables should be included with Cost Proposal.
	Metro P2P Ethernet 50Mbps	MetroEthernet circuit of a specific size (as detailed in the Transport/Ethernet section of the Base Charges tab) authorized for use by the Commonwealth. Circuit terminates within the same metropolitan area. Charges consist of the transport systems supporting the service including any Project Rate Card / IX. Termination Charges / X. Notes XI. Definitions / D/
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Questions? - Please contact Kay Shaffer

Contact: Kay Shaffer kashaffer@state.pa.us

