



RFP #110724
REQUEST FOR PROPOSALS
for
Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Proposal Due Date: November 7, 2024, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Artificial Intelligence (AI) Readiness, Implementation, and Support Services to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than November 7, 2024, at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	September 19, 2024
Pre-proposal Conference:	October 15, 2024, 10:00 a.m., Central Time
Question Submission Deadline:	October 30, 2024, 4:30 p.m., Central Time
Proposal Due Date:	November 7, 2024, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	November 7, 2024, 4:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities¹;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by current and future members including:

- Federal, provincial, and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service

¹ Pursuant to HAR §3-128-2, the State of Hawaii, Department of Accounting and General Services, State Procurement Office, on behalf of the State of Hawaii and participating jurisdictions, has provided notice of its Intent to Participate in the solicitation as a participating entity.

entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Canoe procurement group of Canada's current and future members. Canoe members include:
 - Federal, provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
 - Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
 - Indigenous self-governing bodies;
 - Airport authorities;
 - Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities; and
 - Canoe procurement group of Canada's current and future partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, Northwest Territories Association of Communities, Association of Yukon Communities, CivicInfo BC, Association and their current and future members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, school district, or regional cooperative.

1. Sourcewell is seeking proposals for Artificial Intelligence (AI) Readiness, Implementation, and Support Services, such as:
 - a. AI readiness assessments;
 - b. AI strategy and roadmap development;
 - c. Responsible AI policy development;
 - d. Implementation and support services, including:
 - i. Infrastructure and technology recommendations
 - ii. Data preparation
 - iii. Proof of concept
 - iv. Custom AI model development
 - v. Pilot project
 - vi. Deployment and integration
 - vii. Ongoing support and maintenance; and
 - e. Training and education.

Proposals must focus on developing custom AI strategies and solutions tailored to Participating Entities' unique needs and goals. The RFP does not seek pre-built AI technology-only or off-the-shelf AI systems-only solutions. The emphasis should be on preparing entities for AI adoption through scalable, flexible, and custom solutions.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE CONTRACT TERM

The term of any resulting contract(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD 40 Million. Therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or

dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.
3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or service. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.

2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a contract are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To identify any exception, or to request any modification, to Sourcewell's standard Contract terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

1. make any required adjustments to its proposal;
2. acknowledge the addenda; and
3. ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

1. In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
2. Complete. A proposal will be rejected if it is conditional or incomplete.
3. Submitted in English.
4. Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.”

Members of the public may attend the Opening at Sourcewell’s office located at 202 12th Street NE, Staples, MN to hear the results.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

1. Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
2. The number and geographic location of highest-scoring proposers that offer:
 - a. A comprehensive selection of the requested equipment, products, or services;
 - b. A sales and service network ensuring availability and coverage for Participating Entities’ use; and

- c. Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	Pass/Fail
Financial Viability and Marketplace Success	50
Ability to Sell and Deliver Solutions	150
Marketing Plan	100
Value Added Attributes	100
Depth and Breadth of Offered Solutions	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received, and time stamped at the Sourcewell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;

- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



09/20/2024

Addendum No. 1

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

AI is a nascent field with many startups. The Financial Viability and Marketplace Success section, valued at 50 points, places emphasis on company's track records, financials and historical successes. Will startup firms with only recent history, including new but validated products and services, be fully considered in this solicitation?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their financial viability and marketplace success and that they are willing to include. The solicitation is a competitive process, and proposals are evaluated on the content submitted and that criteria stated in the RFP.

Sourcewell does not have a longevity requirement as part of this solicitation.

Question 2:

Hello, Would the invite for the PreBid conference be sent out to all registered vendors or do we have to look this up on this site?

Answer 2:

The pre-proposal conference will be conducted via webcast and the login instructions will be posted in the “Documents” section of the RFP’s “Bid Details” page two (2) days prior to the event. A notification confirming the posting of the document to the Sourcewell Procurement Portal will be sent to all entities registered for this solicitation opportunity. The pre-proposal is non-mandatory.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 09/20/2024, is required at the time of proposal submittal.



09/24/2024

Addendum No. 2

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

What specific criteria do you prioritize in AI readiness assessments to ensure we align with the unique needs of Participating Entities?

Answer 1:

Sourcewell is requesting proposals to meet the various needs of its 50,000+ Participating Entities as a whole, across the United States and Canada, not individual entities' needs. The use of Sourcewell contracts is voluntary for Participating Entities.

In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Proposals are evaluated based on the criteria stated in the RFP.

Question 2:

Are there common challenges faced by Participating Entities that we should focus on when developing our custom AI solutions?

Answer 2:

Participating Entities' unique needs, and Solutions from awarded vendor(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

Question 3:

What types of AI models or algorithms have you found most beneficial for Participating Entities, and how can we tailor our approach accordingly?

Answer 3:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 4:

Do you have preferred data sources or integration points that we should consider in our proposals?

Answer 4:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 5:

Are there specific cloud service providers or technology stacks that Sourcewell prefers for infrastructure recommendations?

Answer 5:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 6:

What does the typical IT landscape look like for Participating Entities, and how can we ensure our recommendations fit seamlessly?

Answer 6:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 7:

What outcomes or success metrics do you envision for pilot projects, and how can we best meet those expectations?

Answer 7:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 8:

Are there limitations we should be aware of regarding the scale or scope of pilot projects?

Answer 8:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 9:

What are your expectations for ongoing support after implementation, and are there specific service level agreements (SLAs) we should meet?

Answer 9:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 10:

What level and format of training would be most effective for staff at Participating Entities?

Answer 10:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 11:

Are there specific formats or templates you prefer for proposals to maintain consistency and clarity?

Answer 11:

Refer to answer 1.

Question 12:

What key milestones should we track during the evaluation process?

Answer 12:

An evaluation timeline will be provided during the pre-proposal conference. Pre-proposal login instructions will be posted to the “Documents” section of the RFP’s “Bid Details” page two (2) days prior to the event.

Question 13:

Is there a possibility of extending the bid submission date if needed?

Answer 13:

An extension to the proposal due date is not anticipated at this time. The Sourcewell Procurement Portal is available 24/7, providing remote access and the ability of multiple account contacts to collaborate at one time.

Question 14:

How should we structure our pricing to align with your expectations? Is there a preferred balance between line-item pricing and percentage discounts?

Answer 14:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III. Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Question 15:

Are there additional costs (e.g., installation, training) that we should highlight in our pricing breakdown?

Answer 15:

Refer to answer 14.

Question 16:

Can you explain how the administrative fee is calculated and what the payment process entails?

Answer 16:

Refer to Article II. Sourcewell and Supplier Obligations, Sections 5) through 9) of the Master Agreement for administrative fees, calculations, reporting, and remittance instructions.

Question 17:

Are there specific reporting requirements we should be aware of regarding the administrative fee after the contract is awarded?

Answer 17:

Refer to answer 16.

Question 18:

How might past performance issues with Sourcewell affect our proposal evaluation?

Answer 18:

It is left to the discretion of each proposer to determine how to best demonstrate their ability to service Sourcewell Participating Entities and satisfy all requirements of the RFP. Proposals are evaluated based on the criteria stated in the RFP.

Question 19:

What steps can we take to effectively address any previous performance concerns?

Answer 19:

Refer to answer 18.

Question 20:

What is the application of AI?

Answer 20:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 21:

What industry does this apply to?

Answer 21:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 22:

Page 6 of the pdf named 'RFP_110724_AI_Readiness' mentions the following:
Line-item Pricing is pricing based on each individual product or service. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."

We are unable to find any individual product or service against which we are supposed to submit line item wise pricing. Requesting you to share the list for our reference.

Answer 22:

Refer to answers 1, 2, and Section I. About Sourcewell, in the RFP.

Question 23:

Could you kindly clarify the specific areas where you envision AI services being applied? Specifically, we would appreciate more detail or possibly an example scenario on whether the AI models should on a particular domain, such as video, data analysis etc.

Answer 23:

Refer to answers 1 and 2.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 09/24/2024, is required at the time of proposal submittal.



09/26/2024

Addendum No. 3

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can you please confirm the percentage and total value of contracts awarded under current Sourcewell supply arrangements for IT professional services, that have been awarded to Canadian service providers.

Answer 1:

The estimated volume for this solicitation is provided in Section II. Solicitation Details, subsection E. Estimated Contract Value and Usage, of the RFP. It is an estimate only, and no sales or sales volume are guaranteed. There is no separate estimate of Canadian volume or estimates by vertical or geographic location.

Question 2:

We are interested in bidding on this opportunity, but we have a question. We noticed that the State Government of Washington, the Government of British Columbia, the State Government of Alaska, and several other clients are listed under the same title and source, Sourcewell.

Could you clarify whether we should submit our bid individually to each client or if a single submission through Sourcewell would cover all clients? If it's the latter, how can

we confirm that submitting through Sourcewell will count as a submission for all the listed clients?

Answer 2:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, finite quantities, or pre-determined locations. Sourcewell participating entities include thousands of public agencies located in the United States and Canada. Participating entities can re-post Sourcewell's competitive solicitations on their own website. Suppliers interested in responding to any Sourcewell opportunity will need to submit a response through the Sourcewell Procurement Portal.

On the [Sourcewell Procurement Portal](#), suppliers can locate information under the Resource Materials section on how to create an account, submit a response, and review other frequently asked questions (FAQs). Once an account is created within the portal, a supplier can register for a specific solicitation, download the solicitation documents, and submit their response.

Participating entities have the option to access and utilize an awarded supplier's products and/or services.

Question 3:

In the solicitation document it is specified as a solutions-based solicitation and Sourcewell is seeking equipment, products, or services. If we are willing to provide exclusively services but not equipment and products, are we eligible to bid?

Answer 3:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal or determine its eligibility to respond. Refer to Section II. Solicitation Details, subsection B.1., of the RFP.

It is left to the discretion of each proposer to determine the content and format of the data and documentation that best represents their proposal. Sourcewell will consider the relevant information submitted in each proposal and apply the evaluation criteria as set forth in the RFP.

Question 4:

I have reviewed the two main bid documents and the two addenda. I do not see specifications or requirements to respond to. I've gone through hoops to try to find out more through BC Bids (RFX portal for the BC Government) and finally found a link that

says we need to respond through Sourcewell which turns out to be the Bids & Tenders portal. At this point, the only information I have is (only) about the portal (Sourcewell / Bids & Tenders) and the title of the engagement, but no substantive data on what it is we'd be bidding on. Can you please clarify? How do we obtain the requirements to respond to, is there a registration process for that, and what would be the next steps in light of that?

Answer 4:

Refer to answer 2.

Question 5:

Will questions for this RFP be answered as they are submitted, or are they only answered after the question deadline of October 30th? With the due date of November 7th, there is very little time between question deadline and submittal.

Answer 5:

Sourcewell intends to answer all questions as they are received, within 1-2 business days. Answers are posted via Addendum, which need to be reviewed and acknowledged prior to completing the submission process. An automated message is sent to all registered proposers to notify them when an addendum is posted to the procurement portal.

Question 6:

Can a group of companies submit a single bid as a joint venture? If so, what are the terms and conditions regarding previous projects and the finances of companies bidding jointly?

Answer 6:

A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.

It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell Participating Entities and satisfy all the requirements of the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 09/26/2024, is required at the time of proposal submittal.



09/30/2024

Addendum No. 4

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

VI. EVALUATION AND AWARD (A. EVALUATION) - Will Sourcewell evaluate the proposals for each of the categories separately or in a combined manner? For eg, we can be a consulting firm and are interested in 'AI strategy and roadmap development' and 'Responsible AI policy development', but not in 'Implementation and support' services. How would you evaluate us against an organization which may be interested in 'Implementation and support' but not in 'AI strategy and roadmap development' and 'Responsible AI policy development' or an organization that may be interested in both assessment and implementation.

Answer 1:

A proposer is not required to offer all possible items or services within the scope of the solicitation to be considered for award. However, proposals are evaluated based on the criteria as stated in the RFP.

Question 2:

VI. EVALUATION AND AWARD (B. AWARDS) - We see that combined Total points are 1000. Is there a combined minimum points threshold which each bidder will need to cross to be eligible? Also, are there any minimum points threshold against each of the

evaluation parameters like Financial Viability and Marketplace Success, Ability to Sell and Deliver Solutions, Pricing and others?

Answer 2:

Sourcewell does not have an established point threshold for award eligibility. Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions of the RFP and is consistent with the award criteria defined in this RFP.

Question 3:

How many contracts does Sourcewell expect to award as a result of this solicitation?

Answer 3:

Refer to Section VI. Evaluation and Award, subsection A, of the RFP.

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Question 4:

Under Section II B, Sourcewell suggests certain expectations for AI Readiness, Implementation, and Support Services; is the proposing vendor required to offer all of the listed services, or a subset would be sufficient for the purposes of this contract?

Answer 4:

Refer to answer 1.

Question 5:

What, if any, is the lower threshold of points that a vendor has to score to receive an award?

Answer 5:

Refer to answer 2.

Question 6:

Can you please confirm the required skills for this role?

Answer 6:

Refer to Section II., subsection B. Requested Equipment, Products, or Services in the RFP.

Question 7:

Also, confirm the rate?

Answer 7:

Refer to Addendum 2, answer 14.

Question 8:

Is it onsite or remote?

Answer 8:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, finite quantities, or pre-determined locations. Participating Entities' unique needs, and Solutions from awarded vendor(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

Question 9:

Regarding the outlined scope of this RFP, our firm has capabilities to provide Sourcewell customers with solutions a), b), c) and e), but we do not provide d) Implementation and Support Services. Our firm's position is that when providing advisory services, in order to remain neutral and unbiased, we do not also implement and support the technology that we recommend. Our question is: will Sourcewell accept a supplier response from our firm if only for some of the

listed In-Scope solutions in Section 7, but not all?

Answer 9:

Refer to answer 1.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 09/30/2024, is required at the time of proposal submittal.



10/02/2024

Addendum No. 5

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

In follow up to Addendum 2, Question 16,
III PRICING, B. ADMINISTRATIVE FEES states "The administrative fee... is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative. How will the exact administrative fee on a given sale be determined?"

Answer 1:

It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and its industry. Within the Specification tables, Table 6, Line Item 68, provides the proposer the opportunity to identify a proposed administrative fee that you will pay to Sourcewell.

Question 2:

In follow up to Addendum 2, Question 14,
II SOLICITATION DETAILS, B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES states "Proposals must focus on developing custom AI strategies and solutions tailored to Participating Entities' unique needs and goals. The RFP does not seek pre-built AI technology-only or off-the-shelf AI systems-only solutions." At the same time, III PRICING, A. REQUIREMENTS, items 1.a. and/or 1.b. require "List Price" and/or MSRP to be published. It is our experience that custom solutions will be tailored to a specific

customer's environment and aren't SKU-based solutions for which an MSRP/List Price exists. Rather, custom solutions are priced only after consultation and configuration with a specific entity, based on their unique environment and needs, and based on a Statement of Work rather than SKUs. For this reason, custom pricing can't be published on a Line-Item Pricing price file. In other words, we can't pre-publish List Price/MSRP on custom solutions which have yet to be crafted. Can we offer a discount on our solutions without providing List Price/MSRP? List price/MSRP won't be determined until we scope a solution for a customer.

Answer 2:

Refer to Addendum 2, answer 14.

All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/02/2024, is required at the time of proposal submittal.



10/07/2024

Addendum No. 6

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

We would like to inquire if businesses outside of the United States are able to participate in this proposal. Could you please confirm the eligibility criteria for international companies and any specific requirements or steps that we should follow for participation in this opportunity?

Answer 1:

Sourcewell can contract with a foreign supplier. It is left to the discretion of each proposer to demonstrate how they will effectively deliver the requested goods and services offered in their proposal to participating entities. Each proposal will be evaluated based on the criteria stated in the RFP.

Question 2:

Are there character limits to our responses within the portal?

Answer 2:

There is sufficient space for the proposer to provide a brief but thorough response to each question. The platform designer indicates the character limit of a text field is

32,000. The text boxes do not support the insertion of images or graphics.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/07/2024, is required at the time of proposal submittal.



10/09/2024

Addendum No. 7

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

We understand that our responses to questions will be answered within the portal with the opportunity to attach supplemental documents. Is there a page limit to these documents?

Answer 1:

The content and format of the proposal is left to the discretion of the proposer. Each proposer will select its preferred format for communicating its proposed solution for the requested equipment, products, and services, as described in the RFP.

There is no page limit to documents attached and designated as supplemental information. If a proposer needs to upload more than one (1) document for a single item, the documents should be combined into one (1) zipped file and labeled appropriately. The maximum file upload size is 500MB.

Question 2:

Can you please clarify what is being requested in Standard Transaction Document Samples? Are you looking for sample invoices, Statements of Work, etc.?

Answer 2:

A proposer may include any standard transaction documents they propose to include in connection with an awarded contract.

Question 3:

Reviewers may find it helpful to read responses formatted with attributes such as a table of contents, navigation panes, page numbers, headers, bullets, descriptive graphics, etc. Would Sourcewell consider accepting proposals in a Word or a PDF document format rather than submitting answers via the portal boxes?

Answer 3:

All proposals must be submitted through the Sourcewell Procurement Portal. The Specification Tables within the portal afford each proposer the opportunity to provide narrative content that it determines, in its discretion, will best reflect the solutions it provides. Uploaded documents should support and supplement the narrative as described in the Specification Tables.

Question 4:

Would it be possible to get a spreadsheet or word copy of the items in all of the tables needed for the submission: Specifications, Tables 1-9? I have not been able to download them.

Answer 4:

After selecting "Start Submission," a proposer may navigate to Step 4, "Preview Bid," and select "Preview My Bid in PDF" if a downloadable PDF of the tables is desired. The tables are not available in Word or Excel format.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/09/2024, is required at the time of proposal submittal.



10/10/2024

Addendum No. 8

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is this bid set aside for small business or can anyone bid on it?

Answer 1:

This solicitation does not have a set aside for small business or other diversity programs. The diversity certification programs listed in the Specifications Table 5B are considered value-added attributes.

Question 2:

Is this restricted to certain vendors who are approved by Minnesota?

Answer 2:

The Sourcewell RFP is an open and competitive solicitation process. Pre-approval **is not** required to respond. This solicitation is **NOT** a Minnesota-only solicitation. It is available to all of Sourcewell's Participating Entities across the United States and Canada.

Question 3:

Do you want a company that has some presence in Minnesota, ones that can be onsite for frequent meetings etc?

Answer 3:

Each prospective proposer must determine in its own discretion whether it is able to offer the equipment, products, and services falling within Sourcewell's requested equipment, products, and services as described in the RFP.

Question 4:

Can you please provide additional information regarding how the Pricing evaluation will be conducted under these circumstances, and further, how a bidder's pricing will be evaluated against another bidder's pricing when each bidder is providing their own custom solutions that do not easily compare with each other

Answer 4:

Proposal evaluations will be based on scoring criteria identified in the RFP, the expectations and requirements of the individual scoring attribute (e.g., Pricing) as described in the RFP, and the Sourcewell Evaluator Scoring Guide available on the homepage of the Sourcewell Procurement Portal. A proposal is not scored in direct comparison to the other proposals.

Question 5:

Under Financial Viability and Marketplace Success, question 12: What are your company's expectations in the event of an award? Can you please clarify what type of information you are looking for in this response?

Answer 5:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine their internal expectations should they be awarded a contract.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/10/2024, is required at the time of proposal submittal.



10/14/2024

Addendum No. 9

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is there a limit to how many persons from a single vendor can attend the pre-bid conference?

Answer 1:

There is no limit to the number of attendees that can join the pre-proposal conference.

Question 2:

Under Table 5B: Value-Added Attributes, would you like us to provide specific MBE/WBEs we recommend for this proposal, or a list of partners that we have frequently worked with in the past?

Answer 2:

If applicable, a proposer should select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Proposers should upload documentation and a listing of dealerships, HUB partners or re-sellers, if available, to confirm certifications.

Question 3:

Who is the incumbent on this opportunity?

Answer 3:

This solicitation is a new category for Sourcewell. There is no incumbent.

Question 4:

What is the estimated value of the contract?

Answer 4:

The estimated volume for this solicitation is provided in Section II. Solicitation Details, subsection E. Estimated Contract Value and Usage, of the RFP. It is an estimate only, and no sales or sales volume are guaranteed.

Question 5:

How many personnel are you expecting for this project, and what specific roles or responsibilities will they cover?

Answer 5:

Refer to Addendum #2.

Question 6:

In the contracts awarded in the past to different suppliers by SourceWell, what is the average % of contracts that were successfully used by one or more PEs? Out of the above % contracts awarded, can you give us the list of who are interested in this RFP amongst 50k PEs.

Answer 6:

Refer to answer three (3). Sourcewell does not list participating entities in its solicitations but rather seeks solutions to be made available to all 50,000 plus entities.

Question 7:

Does SourceWell expect the supplier who is awarded the contract to promote the award to the PEs? Given that the list of PEs of SourceWell is exhaustive across USA and Canada, can a shortlisted supplier directly approach any PE to

consider using the contract? In other words, can the shortlisted supplier make a direct sales pitch to any PE entity to use the contract? RFP Page 5 says it is actually need of the hour by having a clear Marketing plan to promote the awarded contract to PEs.

Answer 7:

Refer to Section II. Solicitation Details, subsection F. Marketing Plan. Each proposer, in its discretion will determine the content of its marketing plan. It is expected that proposers have the knowledge and ability to market and distribute the equipment, products, or services to participating entities. The solicitation is a competitive process and proposals will be evaluated on the content submitted.

Question 8:

RFP Page 3 says: 'Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier'. Who issues the PO? Does SourceWell issue the PO?

Answer 8:

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier.

Question 9:

RFP Page 5 says: 'Based on the past volume of similar contracts', the estimated value of all transactions from contracts resulting from this RFP are anticipated to be USD 40 Million. Can you give a few examples of similar contracts awarded to suppliers in the past that helped you arrive at the EV?

Answer 9:

Refer to answers 3 and 4.

Question 10:

Since the requested services are related to AI models and services provided by the supplier, which are proprietary, is there any contest or issue with IP rights? Similar to above question, it is highly possible that the supplier will be using proprietary data belonging to the PE who uses the contract awarded to the supplier. Are there any limitations or contractual guidelines from SourceWell on how to use the proprietary data? Like, data residency, privacy or security requirements etc..? [sic]

Answer 10:

Refer to Addendum 2.

Question 11:

RFP seeks Training as one of the service deliverable. Who owns the copyright of the Training material?

Answer 11:

Refer to Addendum 2.

Question 12:

If the end consumer of the services listed in the RFP provided by the supplier(s) is one or more participating entities of SourceWell, why is that the supplier is entering into a MSA with SourceWell?

- to give additional control to PE who are the final consumers.

Answer 12:

Refer to Section I. About Sourcewell in the RFP. Sourcewell facilitates the competitive public process on behalf of its participating entities. Awarded suppliers enter into an agreement with Sourcewell as they have conducted the process. Participating entities may request additional terms or conditions as it relates to a purchase. Use of Sourcewell contracts is voluntary for participating entities.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/14/2024, is required at the time of proposal submittal.



10/15/2024

Addendum No. 10

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

If awarded a contract with Sourcewell, will we have access to the Sourcewell entities for actively selling to? Or do we have to wait for them to approach us for potential work?

Answer 1:

Refer to Section II., subsection F. Marketing Plan of the RFP. "Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate the proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as the proposer's sales and service capabilities. It is expected that the proposer will promote and market any contract award." Awarded suppliers will work with their Supplier Development Administrator to best market the contract post-award.

Question 2:

What is the average deal size under a Sourcewell contract?

Answer 2:

Sourcewell has 50,000 plus participating entities able to access hundreds of Sourcewell awarded contracts. Each purchase ranges in size and is dependent on the needs of the participating entity.

Question 3:

Does Sourcewell wish to own the AI technology as part of this RFP?

Answer 3:

Refer to Addenda 2, 3, and 4.

Question 4:

If there's a possibility to bid only on the Canada portion, or if they require suppliers who can provide services in both Canada and the US?

Answer 4:

Refer to the [Frequently Asked Questions](#) posted to the Sourcewell Procurement Portal homepage under Resource Materials.

Question 5:

Will the transcript of the conference held on 10/15 be posted to the Sourcewell portal? Team members were unable to access or were kicked from the meeting due to some of the technical issues you were experiencing.

Answer 5:

The pre-proposal conference was recorded. Following the pre-proposal conference, registered plan takers will receive an email providing the pre-proposal conference presentation in PDF format and a link to the recording. Both items will be posted in the "Documents" section of the "Bid Details" page in the Sourcewell Procurement Portal.

Question 6:

Will Sourcewell provide a link or email the recorded Pre-procurement conference webinar?

Answer 6:

Refer to answer 5.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/15/2024, is required at the time of proposal submittal.



10/17/2024

Addendum No. 11

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

My company is currently not on an existing sourcewell contract vehicle. Will we still be able to respond to this RFP

Answer 1:

Sourcewell facilitates a competitive solicitation process on behalf of its participating entities. Sourcewell does not have any prerequisites for suppliers who wish to respond to an open solicitation.

Question 2:

What marketing is Sourcewell doing to promote the use of this AI contract vehicle to their participating entities?

Answer 2:

Asked and answered, refer to Addendum 10.

Question 3:

Training

What is the preferred method of training—workshops, self-paced online courses, etc.? Who is the target audience—technical staff, end users, or leadership? Pricing depends on the level and depth of training needed.

Answer 3:

Answered in the pre-proposal conference, Sourcewell is seeking broad based solutions pertaining to Artificial Intelligence (AI) Readiness, Implementation, and Support Services and as outlined in Section II., subsection B. Requested Equipment, Products and Services, in the RFP. Finite details will be developed between an awarded supplier and a participating entity that chooses to access and utilize the contract.

Also refer to Addenda 2, 3, and 4.

Question 4:

Pricing

Without knowing the specific requirements of the projects or products, it's hard to provide exact pricing. Costs vary based on factors like complexity, the number of users, and client preferences such as cloud, licensing, and data storage.

Answer 4:

Asked and answered, refer to Addendum 2.

Question 5:

Scalability and Support

What are the limits for scaling the solution, and what service level agreements (SLAs) will be in place for ongoing support and maintenance?

Answer 5:

Asked and answered, refer to Addendum 2.

Question 6:

Marketing Restrictions

Are there any restrictions on how we can engage with participating entities for marketing purposes, and in what capacity?

Answer 6:

Asked and answered, refer to Addendum 10.

Question 7:

Data Privacy and Regulations

Should we account for differences in data privacy laws between countries like the USA and Canada, especially when considering state-level laws for ethical and responsible AI?

Answer 7:

Refer to Addendum 2 and the pre-proposal conference recording.

Question 8:

Bidding Process

Is there a standard bidding template or model, considering we're offering solutions to multiple entities, not just specific products?

Answer 8:

Asked and answered, refer to Addendum 2.

Question 9:

Do we need to provide the resumes? If yes, is there any page limit for resumes.

Answer 9:

Resumes are not a requirement for submission. It is left to the discretion of each proposer to determine how to best demonstrate their ability to service Sourcewell Participating Entities and satisfy all requirements of the RFP. Proposals are evaluated based on the criteria stated in the RFP.

Refer to the pre-proposal conference for size limitations with uploads and supporting documentation.

Question 10:

Any specific format to provide cost/pricing? Do you need an end-to-end execution plan or just resource categories with hourly rates?

Answer 10:

Asked and answered, refer to Addendum 2.

Question 11:

Is the project expected to be done from onsite or can it be performed from remote also?

Answer 11:

Asked and answered, refer to Addendum 2 and the pre-proposal conference recording.

Question 12:

Can you please let us know the project start date and end date?

Answer 12:

Asked and answered, refer to Addendum 2 and the pre-proposal conference recording.

Question 13:

Does the agency want us to put all supporting documents in a Zip folder.

Answer 13:

Asked and answered, refer to Addendum 7 and the pre-proposal conference recording.

Question 14:

I was unable to find information within the documents around financials. Please refer to my question below;

Table 2A: Financial Viability and Marketplace Success

Question 23. List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?

Are you looking for the Total over 3 years or breaking it out for each year (2021, 2022, 2023)?

Answer 14:

Asked and answered, refer to Addendum 1.

Question 15:

Our company offers services, not products. While we can share our rates and ranges, discounts are provided based on level of complexity at the contract level, and we won't know the complexity of those services at this time. We have seen another service provider list their discount at 0 with a footnote that states discounts would be applied at the individual contract level. Can we do the same and still be considered compliant in our response?

Answer 15:

Asked and answered, refer to Addendum 2.

Question 16:

Can the reference be from any of the agency categories or have to specifically be from the agencies only Sourcewell contracted as listed on the website? Is it a mandatory requirement to provide a reference within the list of Sourcewell contracting agencies?

Answer 16:

Answered in the pre-proposal conference, proposers must supply reference information from three customers for projects performed relevant to this RFP. Of those customers, one must be eligible to be a Sourcewell participating entity.

Refer to Section I. About Sourcewell in the RFP.

Question 17:

Under the section 'Table 3: Ability to Sell and Deliver Solutions', Does the questions 26 to 30 inherently talks about capabilities around sales and service of a COTS product supplier?

Answer 17:

In Table 3: Ability to Sell and Deliver Solutions, proposers should describe their company's capability to meet the needs of Sourcewell participating entities across the United States and Canada, as applicable. Responses should address in detail the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Questions 26 through 30 are not exclusive to COTS (commercially-off-the-shelf) product suppliers.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/17/2024, is required at the time of proposal submittal.



10/22/2024

Addendum No. 12

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

In Table 5b: Value-Added Attributes, can you please clarify what is meant by offered? Do you mean that the prime bidder has offered the SBE a role on the team at time of proposal? Or, that the prime bidder has not yet offered the SBE a role on the team at time of proposal, but intends to?

Answer 1:

In Table 5B, a proposer would select **Yes** if they or any of their partners hold any of the listed certifications at the time of proposal submission. If a proposer or any of its partners do not hold the certifications shown, a proposer would select **No**.

Question 2:

Due to the fact that AI is a new technology and government agencies are no early adopter of new technologies, we would like to respectfully request that client references requirements are relaxed to permit the submission of only commercial client references as part of the RFP responses.

Answer 2:

Refer to Addendum 11. In the competitive process, Sourcewell will not advise a

proposer on the content of its proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their marketplace success and their ability to serve Sourcewell participating entities. Proposals are evaluated based on the criteria stated in the RFP.

Question 3:

This question is in regard to Table 2A: Company Information and Financial Strength Question 23 - List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?

Please confirm the agreements you are expecting vendors to provide “all state, cooperative purchasing agreements” including non-state public sector entities that are using state government cooperative purchasing agreements.

Answer 3:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to best articulate its currently held state and cooperative contracts and annual sales volume as indicated in Table 2A, question 23.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/22/2024, is required at the time of proposal submittal.



10/25/2024

Addendum No. 13

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Under Table 5B: Value-Added Attributes, do you require the SBEs (i.e., women-owned, minority-owned, veteran-owned, etc.) to be certified in a particular state (i.e., Minnesota) or certified at the national level (i.e., SBA)?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their Value-Added Attributes. The solicitation is a competitive process, and proposals are evaluated on the content submitted and that criteria stated in the RFP.

Also refer to Addenda 9 and 12.

Question 2:

Under Table 6: Pricing, question #63: As a company that provides services and not products, is question 63 applicable?

Answer 2:

In the competitive process, Sourcewell will not advise a proposer on the content of the

proposal. It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III. Pricing and the questions pertaining to pricing in the Specifications. Proposals are evaluated based on the criteria stated in the RFP.

Question 3:

Could you please clarify where the tables mentioned in the addendum documentation for the RFP are located? Additionally, could you explain what is meant by (tables) in this context?

Answer 3:

The Specification tables can be found in step #2 of the submission process. Refer to the Submit Response Guide, located under Resource Materials on the [Sourcewell Procurement Portal](#) homepage.

Question 4:

For clarity, and referencing Section II.A, Section III.A.1.a, and Section VI.A, will you confirmation whether products and equipment are a component sought through this RFP in addition to services? This is a point of confusion for many a respondent.

Answer 4:

Refer to Section II. B. Requested Equipment, Products, or Services of the RFP. Sourcewell is seeking proposals for Artificial Intelligence (AI) Readiness, Implementation, and Support Services.

Proposals must focus on developing custom AI strategies and solutions tailored to Participating Entities' unique needs and goals. The RFP does not seek pre-built AI technology-only or off-the-shelf AI systems-only solutions. The emphasis should be on preparing entities for AI adoption through scalable, flexible, and custom solutions. Proposals may include AI technology and off-the-shelf systems; however, they must be complementary to the services outlined in Section II.B.1. of the RFP.

Refer to the pre-proposal recording posted in the "Documents" section of the RFP's "Bid Details" page in the Sourcewell Procurement Portal.

Question 5:

In reference to Table 3, could you please clarify how the engagement of resellers and partners would work under Sourcewell as the contracting vehicle?

Answer 5:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their Ability to Sell and Deliver Solutions. The solicitation is a competitive process, and proposals are evaluated on the content submitted and that criteria stated in the RFP.

Question 6:

In reference to Table 3, Specifically, we are seeking to understand if the resellers and partners we collaborate with would be bound by Sourcewell's terms and conditions, or if there are specific provisions or guidelines that Sourcewell requires for these third-party engagements.

Answer 6:

Refer to answer 5.

Question 7:

Additionally, are there any limitations or requirements for authorized partners who handle sales, support, or service delivery under the Sourcewell agreement?

Answer 7:

Refer to answer 5.

Question 8:

For the e-procurement section, are there specific platforms or integrations that Sourcewell's Participating Entities commonly use?

Answer 8:

Refer to Addendum 2.

Question 9:

Could you clarify the extent to which Sourcewell collaborates with awarded suppliers in promoting the contract? For example, will Sourcewell assist in joint marketing efforts or provide access to its marketing and news channels?

Answer 9:

Refer to Addenda 9 and 10.

Question 10:

Are there any specific guidelines or requirements for using Sourcewell's branding or logos in our marketing materials and promotional campaigns once the contract has been awarded?

Answer 10:

Refer to Article II. Section 19. Grant of License, in the Master Agreement.

Question 11:

For the representative samples of marketing materials, is it acceptable to provide examples from other, unrelated opportunities if they effectively showcase our marketing capabilities?

Answer 11:

Refer to Addenda 9 and 10.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/25/2024, is required at the time of proposal submittal.



10/28/2024

Addendum No. 14

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Regarding this term from the Master Agreement: 7) Administrative Fee. In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee. - Will Sourcewell please confirm 'completed transactions' means payment has been received by Supplier from the Participating Entity for the related services? In other words, we are confirming that as the Supplier, we would not be remitting the fee to Sourcewell until we are first paid by the Participating Entity.

Answer 1:

Refer to Section III. B. Administrative Fees of the RFP. It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and its industry. Within the Specification tables, Table 6, line item 68, provides proposers the opportunity to identify and define an administrative fee that you will pay to Sourcewell.

The administrative fee is payable to Sourcewell on all completed transactions to participating entities utilizing the Agreement and is based upon sales in which payment has been received. The administrative fee will be a specified percentage or flat rate of all completed transactions under this Master Agreement for the previous Reporting

Period, as defined in Article 2, Section 6) Reporting Requirements.

Question 2:

Can you please further define 'Standard Transaction Document Samples'?

Answer 2:

Asked and answered, refer to Addendum 7, Answer 2.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/28/2024, is required at the time of proposal submittal.



10/29/2024

Addendum No. 15

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Please explain the intent of the term Sales Force in table #3 items 26 and 28.

Answer 1:

Refer to the instructions/description above Table 3, "Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions".

Question 2:

For line item 26 & 28 from Table 3, Can Sourcewell please clarify what information is required? Are vendors expected to quantify a number or team size? As the remaining questions Table 3 require vendors to share details on their sales/service force.

Answer 2:

Refer to answer 1.

Question 3:

With more questions after reading the addenda, will there be an extension to get the best responses?

Answer 3:

Refer to Addendum 2. An extension to the proposal due date is not anticipated. The Sourcewell Procurement Portal is available 24/7, providing remote access and the ability of multiple account contacts to collaborate at one time.

Question 4:

Would Sourcewell consider an extension to November 14, 2024, for the AI readiness, implementation, and support services RFP?

Answer 4:

Refer to answer 3.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/29/2024, is required at the time of proposal submittal.



10/31/2024

Addendum No. 16

Solicitation Number: RFP 110724

Solicitation Name: Artificial Intelligence (AI) Readiness, Implementation, and Support Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

If we are selected and we presented certain approaches and assumptions on services and products to deliver, can Sourcewell participating entities negotiate with us to adapt or modify the scope, services and pricing based on their custom needs?

Answer 1:

Refer to Article 1, section 7) Scope, and Article 3. Supplier Obligations to Participating Entities of the Master Agreement.

A Participating Entity may request additional terms or conditions related to a purchase.

Question 2:

Will the name and contact information of our references be made public as well if we are the winning proponent?

Answer 2:

Refer to Section VI, subsection E. Disposition of Proposals of the RFP. All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations

are complete.

Question 3:

Will Sourcewell accept reasonable rate increases no more than annually, as agreed upon by both parties?

Answer 3:

Refer to Article 2, section 2) Product and Price Changes Requirements of the Master Agreement.

Question 4:

Please define open market pricing.

Answer 4:

Generally, a sourced or open market item is a product or service that a participating entity is seeking to purchase under the contract but is not among the awarded supplier's offerings. It is typically deemed incidental to the balance of the transaction.

Question 5:

Within the portal submission box, are there character limitations?

Answer 5:

The character limit of each text field is 32,000.

Question 6:

Can you provide further details on the scope of the AI readiness, implementation, and support services?

Answer 6:

Asked and answered. Refer to addendum 2, and Section I and II of the RFP.

Question 7:

Are there any specific contract terms that are non-negotiable or must be adhered to by the proposer?

Answer 7:

A proposer may request a modification to the Master Agreement as part of a proposal. To request an exception or modification to the Agreement terms, conditions, or specifications, a proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications Table, which is found as the final Table (9) of Step 1 in the proposal submission process. A proposer's exceptions and proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the contract.

Question 8:

Could you provide more insight into how proposals will be scored across different criteria, especially pricing and depth of solutions?

Answer 8:

Proposals are evaluated based on the criteria stated in the RFP. Proposals are not comparatively scored against any other proposals. Additional guidance can be found in the Sourcewell Evaluator Scoring Guide found under the Resource Materials section of the [Sourcewell Procurement Portal](#) homepage.

Question 9:

In Canada we need to add a GST/GST tax to the invoice if it is inside Canada, but not if it is outside. We being a Canadian company do we need to add any US tax to the invoice that is required or is it managed by general laws and this RFP does specifically regulate it?

Should or will the taxes be added to the Sourcewell Administrative remittance that we will need to pay every quarter? Like VAT

Should the taxes be calculated in the pricing specifically or can we just add the wording -any applicable taxes will be added to the final amount- as it is usually done?

Answer 9:

Sourcewell is not qualified to provide legal advice to proposers nor advise on the content of a proposal. It is left to the discretion of each proposer to consult with their own counsel for direction regarding applicable federal- and state-specific laws and regulations.

Question 10:

Page 4 of the RFP says - If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract - For the AI Proof of Concept, Pilot, Deployment and Integration, it will likely include software costs, e.g. a ChatGPT license or cloud data storage. Should we software costs as a part of the pricing or will that be priced separately during a project?

Answer 10:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III. Pricing. All proposed pricing must be clearly understandable, complete, and fully describe the total cost of acquisition. Proposals are evaluated based on the criteria stated in the RFP.

Question 11:

If our pricing needs to change next year, can we submit a Sourcewell Price and Product Change Request Form to do so?

Answer 11:

Refer to answer 3.

Question 12:

Page 3 of the Master Agreement states - As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits

required for the operation of Supplier's business with Participating Entities - does this mean that suppliers need to register as a business with every jurisdiction that participates in Sourcewell procurements?

Answer 12:

Refer to Answer 9.

Question 13:

Can you provide some more detail on the not to exceed price? For example, if we propose line item pricing for each service, should each service also have a not to exceed price? OR is the intent for the not to exceed price for the supplier to include any service that is provided?

Answer 13:

Refer to answer 10.

Question 14:

Can Sourcewell clarify whether the customer references provided in response to Table 2B - Line Item 25 are intended exclusively for evaluation by Sourcewell's team for the purposes of this RFP, or if Sourcewell anticipates that these references may also be accessible to participating entities as they consider potential vendors? This clarification would help us set the correct expectations with our references.

Answer 14:

Refer to answer 2.

Once documents are made public, interested Participating Entities may or may not contact references.

Question 15:

For questions that differentiate between services in the U.S. and Canada (lines 31 and 32), would you prefer distinct answers highlighting region-specific capabilities, or would a general answer that covers both regions be sufficient?

Answer 15:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell participating entities. Proposals are evaluated based on the criteria stated in the RFP.

Question 16:

For infrastructure and technology recommendations (line 76), does Sourcewell have specific security standards or compliance frameworks (e.g., NIST, FedRAMP) that should be met when deploying AI solutions for public sector clients?

Answer 16:

Refer to Addendum 2.

Question 17:

For lines 14 and 15, which request information on U.S. and Canadian entities to which we have provided AI services, would Sourcewell prefer a detailed list of all relevant entities or select case studies showcasing our work? We could provide a few representative examples with in-depth case studies, or a broader summary of entities served, depending on your preference.

Answer 17:

Refer to answer 15.

Question 18:

Will Sourcewell be able to share customer and key buyer personas to improve how we engage with member entities?

Answer 18:

Refer to Addenda 9 and 10.

Question 19:

Will Sourcewell be able to collaborate with awarded suppliers in the prioritization of entities (by industry, size, etc.) for marketing outreach?

Answer 19:

Refer to Addendum 10.

Question 20:

Does the request to provide a reference that can be a Sourcewell participating entity have to be for a new entity? Or can it be an existing member entity of Sourcewell?

Answer 20:

Answered in the pre-proposal conference and Addendum 11. Proposers must supply reference information from three customers for projects performed relevant to this RFP. Of those customers, one must be eligible to be a Sourcewell participating entity. Refer to Section I. About Sourcewell in the RFP.

Question 21:

Can Sourcewell be added as an additional insured after the submission of proposal? Since it would make to do this after we are sure that we need to pay for it as there will be potentially a contractual relationship

We asked our insured company regarding the Certificate we will need to provide to Sourcewell and they replied with the following questions:

In order to issue you a Certificate, we would need the following information from you:

Full Legal Name of Additional Insured(s) Sourcewell, including its officers, agents, and employees

Full Address including Postal Code for Additional Insured(s)

What is your relationship with the additional Insured?

Customer

Landlord

Supplier
Lender
Marketplace (eg: Events, Amazon)
Other - please describe

Answer 21:

Refer to Article 2, section 22) Insurance Coverage of the Master Agreement. Prior to execution of the Master Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement.

Question 22:

Beyond readiness, what are the long-term strategic AI objectives Sourcewell has for its Participating Entities (e.g., fully autonomous operations, citizen-facing AI applications)?

Answer 22:

Refer to Addendum 2. Sourcewell is requesting proposals to meet the various needs of its 50,000+ Participating Entities as a whole, across the United States and Canada, not individual entities' needs. The use of Sourcewell contracts is voluntary for Participating Entities. In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Proposals are evaluated based on the criteria stated in the RFP. Participating Entities' unique needs, and Solutions from awarded vendor(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

Question 23:

Would Sourcewell prefer specific sequencing or phases (e.g., readiness first, followed by implementation and support) across entities, or is it flexible depending on each entity's needs?

Answer 23:

Refer to answer 22.

Question 24:

Is Sourcewell open to pilot projects with emerging AI technologies, such as generative AI or edge AI, within this RFP's scope?

Answer 24:

Refer to answer 22.

Question 25:

How much emphasis will be placed on responsible and ethical AI practices in the evaluation? Are there specific ethical standards or certifications Sourcewell values?

Answer 25:

It is left to the discretion of each proposer to determine the content and format of the information that best represents their proposal. Sourcewell will consider the relevant information submitted in each proposal and apply the evaluation criteria as set forth in the RFP.

Also, refer to answer 8.

Question 26:

How does Sourcewell plan to evaluate highly customized solutions tailored to each entity's needs versus more standardized, scalable approaches?

Answer 26:

Refer to answer 8.

Question 27:

How will Sourcewell support coordination and knowledge-sharing among Participating Entities that have similar AI needs or maturity levels?

Answer 27:

Refer to Addendum 10. Also refer to Section II., subsection F. Marketing Plan of the RFP.

“Proposer’s sales force will be the primary source of communication with Participating Entities.”

Question 28:

Are there preferred training formats or long-term support commitments expected beyond the initial implementation phase?

Answer 28:

Refer to answer 22 and Addendum 2.

Question 29:

Are there specific expectations for onsite support or engagements, especially for more complex implementations?

Answer 29:

Refer to answer 22 and Addendum 2.

Question 30:

Will Sourcewell encourage or incentivize proposals that bundle AI services (e.g., assessment, implementation, and support) as a comprehensive package for cost savings?

Answer 30:

Refer to answer 8.

Question 31:

Will Sourcewell assist with securing funding for Participating Entities that may require substantial infrastructure investment to adopt AI solutions?

Answer 31:

Sourcewell does not assist Participating Entities in securing funding for their purchases.

Question 32:

Is there flexibility in the administrative fee structure based on transaction volumes or other performance metrics?

Answer 32:

Refer to Addendum 5.

Question 33:

Are there specific data residency or sovereignty concerns, especially for Canadian entities? How should proposals address cross-border data compliance?

Answer 33:

Refer to Addendum 2.

Question 34:

Will Sourcewell facilitate shared data repositories or access for entities that may benefit from data pooling for AI model training?

Answer 34:

No. Sourcewell will not be facilitating shared data repositories on behalf of its Participating Entities.

Question 35:

Are there specific regulatory frameworks or standards (e.g., NIST, ISO) that proposals must meet for cybersecurity and data privacy?

Answer 35:

Refer to Addendum 2.

Question 36:

What metrics will Sourcewell use to evaluate the effectiveness of a proposer's

marketing and engagement with Participating Entities?

Answer 36:

Refer to answer 8.

Question 37:

Will Sourcewell provide any support, such as digital marketing resources or webinar platforms, for awarded suppliers to engage with Participating Entities?

Answer 37:

Refer to Addendum 10. Awarded suppliers will work with their Supplier Development Administrator to best market the contract post-award.

Question 38:

How detailed should the marketing plan be? Should it include specific strategies, timelines, and budget estimates for engaging Participating Entities?

Answer 38:

Refer to Addendum 9. Refer to Section II. Solicitation Details, subsection F. Marketing Plan. Each proposer, in its discretion will determine the content of its marketing plan. It is expected that proposers have the knowledge and ability to market and distribute the equipment, products, or services to participating entities. The solicitation is a competitive process and proposals will be evaluated on the content submitted.

Question 39:

Should the marketing plan target all 50,000+ Participating Entities broadly, or should it propose more tailored approaches for different types of entities (e.g., government vs. educational institutions)?

Answer 39:

Refer to answer 38.

Question 40:

Does Sourcewell recommend specific channels for engaging Participating Entities (e.g., webinars, trade shows, social media, newsletters)?

Answer 40:

Refer to answer 38.

Question 41:

Should the plan include specific strategies for sales outreach by account managers or field representatives?

Answer 41:

Refer to answer 38.

Question 42:

Will Sourcewell share contact information or provide a directory of Participating Entities to facilitate supplier engagement efforts?

Answer 42:

Refer to answer 37.

Question 43:

Should the marketing plan include specific messaging about the AI contract's benefits, or guidelines to ensure consistency?

Answer 43:

Refer to answer 38.

Question 44:

Is there a preferred cadence for reporting on marketing activities and results (e.g., quarterly updates, annual reviews)?

Answer 44:

Refer to answer 38.

Question 45:

What level of customization is expected across different types of entities (e.g., K-12 education vs. tribal government)? Should offerings be tailored to meet unique sector-specific needs, or would a more modular approach be preferred?

Answer 45:

Refer to answer 22.

Question 46:

Are there specific elements Sourcewell wants us to include in AI readiness assessments (e.g., data infrastructure evaluation, AI maturity level, change readiness)?

Answer 46:

Refer to answer 22 and Addendum 2.

Question 47:

How flexible should the AI strategy and roadmap development be? Should we plan for adaptable strategies that allow entities to scale their AI capabilities at their own pace?

Answer 47:

Refer to answer 22 and Addendum 2.

Question 48:

Are there particular AI technologies or platforms that Sourcewell Participating Entities are more familiar with or prefer to use? Should we focus on certain types of AI models or solutions (e.g., predictive analytics, natural language processing)?

Answer 48:

Refer to answer 22.

Question 49:

Should offerings include integration with existing data systems? Are there commonly used platforms or systems among Participating Entities (e.g., ERP systems, CRM solutions) that our implementation should be compatible with?

Answer 49:

Refer to answer 22 and Addendum 2.

Question 50:

Are there expectations for hardware and software setup or specific vendor partnerships Sourcewell might prefer or discourage in the implementation phase?

Answer 50:

Refer to answer 22 and Addendum 2.

Question 51:

Are there specific responsible AI standards, guidelines, or certifications that Sourcewell expects to be included in offerings (e.g., NIST standards, GDPR compliance)?

Answer 51:

Refer to answer 22 and Addendum 2.

Question 52:

Does Sourcewell have specific requirements around AI transparency or explainability? Should offerings include features for interpretability of AI models, especially for high-stakes decision-making?

Answer 52:

Refer to answer 22 and Addendum 2.

Question 53:

Should the AI solutions include bias detection and fairness assessments as part of responsible AI practices?

Answer 53:

Refer to answer 22 and Addendum 2.

Question 54:

What level of post-implementation support is expected? Should offerings include ongoing technical support, maintenance, or periodic health checks for the AI systems?

Answer 54:

Refer to answer 22 and Addendum 2.

Question 55:

What depth of training and knowledge transfer does Sourcewell expect? Should training extend to various levels (e.g., technical staff, end-users, executive teams) to ensure broader adoption?

Answer 55:

Refer to answer 22 and Addendum 2.

Question 56:

Are there specific performance metrics or SLAs Sourcewell expects to be part of our support package (e.g., response time, uptime guarantees)?

Answer 56:

Refer to answer 22 and Addendum 2.

Question 57:

How scalable should our offerings be? Should they be designed to accommodate gradual expansion in AI capabilities as entities mature in their AI journey?

Answer 57:

Refer to answer 22 and Addendum 2.

Question 58:

Does Sourcewell envision this as a long-term engagement that evolves with advances in AI technology? Should offerings include provisions for ongoing upgrades or re-assessment as AI technology advances?

Answer 58:

Refer to answer 22 and Addendum 2.

Also refer to Article 2, section 2) Product and Price Changes Requirements of the Master Agreement.

Question 59:

Is Sourcewell interested in cross-entity collaboration capabilities (e.g., data sharing between entities, federated learning) to enhance AI insights while preserving data privacy?

Answer 59:

Refer to answer 22 and Addendum 2.

Question 60:

Does Sourcewell have a preference for specific pricing structures (e.g., subscription-based, pay-per-use, or one-time fees) that would better meet the

budgetary needs of Participating Entities?

Answer 60:

Refer to answer 10.

Question 61:

What outcomes are Sourcewell and Participating Entities expecting to achieve? Should offerings be designed to demonstrate specific, measurable results such as cost savings, efficiency gains, or improved decision-making capabilities?

Answer 61:

Refer to answer 22 and Addendum 2.

Sourcewell is seeking proposals for Artificial Intelligence (AI) Readiness, Implementation, and Support Services. The emphasis is to provide solutions to Participating Entities in preparation for AI adoption through scalable, flexible, and custom solutions.

Question 62:

Could you please clarify what you are referring to with Serviceforce in Table 3, 28?

Answer 62:

Refer to Addendum 15.

Question 63:

Table 1 asks to Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell). - AI solutions will require third party software solutions (e.g. OpenAI from ChatGPT). Should they be included as an entity?

Answer 63:

All subsidiaries, D.B.A., authorized affiliates, and any other entity (i.e. Proposer) that

will execute a Master Agreement with Sourcewell should be entered in Table 1.

Question 64:

If a supplier is successful and gets on the Sourcewell contract, how can they conduct outreach to potential customers? For instance, will we get a list of possible clients that we can task our sales force with reaching out to, or is it preferred that we wait to get potential purchase orders from customers?

Answer 64:

Refer to answer 37 and 38.

End of Addendum

Acknowledgement of this Addendum to RFP 110724, posted to the Sourcewell Procurement Portal on 10/31/2024, is required at the time of proposal submittal.