

**STATE OF MARYLAND
MARYLAND HEALTH BENEFIT EXCHANGE
SMALL PROCUREMENT - INVITATION FOR BIDS
MDM0031038458
Adobe Acrobat Pro DC for Enterprise IFB
May 15, 2018**

1. General

By responding to this Solicitation, Offeror agrees that any resulting purchase order resulting from the Invitation for Bids ("IFB") incorporates the terms and conditions of this solicitation, including all attachments.

2. Requirements or Scope of Work

The Maryland Health Benefit Exchange ("MHBE") is seeking bids from qualified bidders for Adobe Acrobat DC Enterprise Edition Licenses. The MHBE utilizes these licenses for creating, editing, signing and certifying PDF documents.

3. Bidders' Minimum Qualifications – if applicable

The Bidder must be an authorized reseller of Adobe products. As proof, the Bidder must submit with the bid a letter of authorization from the manufacturer providing evidence of the rights to resell all products and services required by this IFB.

4. Contract Type

The resulting Contract (Purchase Order) shall be based on a Fixed Price

5. Contract Term

The Contract shall be for a period of one year from the date of the Purchase Order.

6. Invoicing

6.1 All invoices shall be submitted by the Contractor within 30 days of receipt of equipment, software or services and shall include, at the minimum, the following information:

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- Name and address of the MHBE
- Contractor name
- Products(s) and/or service(s) purchased listed separately including the amount for each individual charge (i.e., 5 – ABC Hardware @ \$2,000 Total \$10,000.00, Support @ \$100.00 Total \$200.00)
- Supporting Documentation
- E-mail address/phone number of Contractor's POC
- Remittance address
- Federal taxpayer identification or (if owned by an individual) Contractor's social security number
- Invoice period, invoice date, invoice number and amount due
- Purchase Order # being billed

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.[TC1]

- 6.2 The MHBE reserves the right to reduce or withhold Contract payment in the event the Contractor does not provide the MHBE with all required deliverables within the time frame specified in the Contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract.
- 6.3 By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer if selected for Contract unless the State Comptroller's Office grants an exemption. Payment by electronic funds transfer is mandatory for contracts exceeding \$100,000. The selected Contractor shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration.

7. Procurement Officer

Anthony Armiger
Interim Procurement Officer
Maryland Health Benefit Exchange
750 East Pratt Street, 6th Floor
Baltimore, MD 21202
Phone: 410-547-8152
Email: hix.procurement@maryland.gov

8. Contract Monitor

Greg Yaculak
Chief Information Security Officer
Maryland Health Benefit Exchange
750 East Pratt Street, 6th Floor

9. Form of Response/Bid Closing Date

Bidders shall submit with their Bid the required minimum qualification documentation (see Section 3 above), and any required bid submissions (see Attachment A). Bidders shall submit their bids and all required attachments, via email, in pdf format to hix.procurement@maryland.gov in time to be received by **11:00 AM Eastern Standard Time, May 30, 2018** with documents clearly labeled as "Bid, Adobe Acrobat Pro DC for Enterprise IFB # **MDM0031038458** Bids received after the due date and time will not be considered.

10. Award Determination

A contract/purchase order shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable Total Bid Price for providing the products/services as specified in this IFB. The most favorable Total Bid Price will be the lowest price on IFB Attachment A - Bid Form.

ATTACHMENT A – BID PRICE FORM
Adobe Acrobat Pro DC Edition - IFB # MDM0031038458

Quantity	Item #	Description	Unit Price	Extended Price
45	65271309BC02A12	Adobe Acrobat DC Enterprise Edition VIP # 169660230EE15F82333A	\$	\$
TOTAL BID PRICE*				\$

*BASIS FOR AWARD

Submitted By:

Authorized Signature: _____ Date: _____

Printed Name and Title:

Bidder Name: _____

Bidder Address:

FEIN: _____ ++ _____ eMM # _____

Bidder Contact Information: Telephone: (____) ____-- _____ Fax: (____) ____-- _____

E-mail: _____