



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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April 20, 2015

TO: Bidders
FROM: Bonnie Lindstrom, RFQQ 15-400 Coordinator
OFM Contract Services
SUBJECT: Amendment No. 4 – Schedule
Washington State Compensation Surveys & Services

The following changes are made as Amendment No. 4 to the Request for Qualifications and Quotations (RFQQ).

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

OFM issues Request for Qualifications and Quotations	March 27, 2015
Bidders may submit written questions until 3:30 pm, Pacific Daylight Time	April 3, 2015
OFM will issue responses	April 8, 2015
Complaints due	April 15, 2015
Proposals due by 3:30 pm PDT	April 22, 2015
OFM evaluation of Proposals	<u>April 27 & 28, 2015</u>
OFM announces “Apparent Successful Bidder” and sends notification via e-mail to unsuccessful bidders	<u>April 30, 2015</u>
Unsuccessful Bidders may request Debriefing until 3:30 Pacific Time	<u>May 5, 2015</u>
OFM holds debriefing conferences (if requested)	<u>May 7, 2015</u>
Unsuccessful bidders may submit protest(s) until 3:30 pm Pacific Time	<u>May 14, 2015</u>
OFM considers and responds to any protests	<u>May 15, 2015</u>
Convenience contracts signed	<u>May 19, 2015</u>

4.4 DEBRIEFING OF UNSUCCESSFUL BIDDERS

Any Bidder who has submitted a proposal and been notified that they were not selected as an Apparently Successful Bidder may request a debriefing. The request for a debriefing conference must be **received** by the RFQQ Coordinator no later than 3:30 PM, local time, Olympia, Washington, on May 5, 2015 ~~May 4, 2015~~. Debriefings will be held on May 7, 2015 ~~May 5, 2015~~

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the Consultant's proposal;
- Critique of the requesting Consultant's proposal based on the evaluation; and
- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.5 PROTEST PROCEDURE

Protests may be made only by Unsuccessful Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Protests must be received by the RFQQ Coordinator no later than 3:30 PM, local time, in *Olympia*, Washington on the May 14, 2015 ~~May 12, 2015~~. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.