

ADDENDUM 3
Issued March 14, 2019
To
State of Washington Office of Financial Management
One Washington
ERP SaaS Procurement Assistance Services
OFM 19-200

The SCHEDULE OF PROCUREMENT ACTIVITIES is hereby modified to extend the due date by one day. This modification also changes the Last day for Complaints by one day in accordance with Washington procurement policy. The modifications are shown with revision marks below.

1.2 Schedule of Procurement Activities (M)

Provided below is the schedule of procurement activities for this CP.

OFM reserves the right to revise this schedule. Any such revision will be in writing with notification through WEBS. OFM will not be obligated to give such notification in any other manner.

| Solicitation Schedule | Date |
|--|---|
| OFM issues Competitive Procurement | February 21, 2019 |
| Questions: Bidder may submit written questions until 3:30 pm local time, Olympia, WA | February 28, 2019 |
| OFM will issue written responses to Questions | March 7, 2019 |
| Bidder pre-proposal conference (Optional attendance) TIME: 3:30p.m. to 4:30 p.m. local time, Olympia, WA LOCATION: Room G015 B Helen Sommers Building 106 11th Ave SW, Olympia, WA 98501 | March 12, 2019 |
| Last day for Complaints – 3:30 pm local time Olympia, WA | March 18, 2019 March 19, 2019 |
| PROPOSALS DUE by 3:30 p.m. local time, Olympia, WA | March 25, 2019 March 26, 2019 |
| Evaluation of Proposals Begins | |
| <u>Phase 1</u> and <u>Phase 2</u> Evaluation | March 26, 2019 through April 4, 2019 |
| <u>Phase 3</u> Evaluation Invitations Sent | April 5, 2019 |
| <u>Phase 3 LOGISTICS</u> – time for bidders to arrange travel/OFM to coordinate evaluators, etc. | April 8, 2019 Through April 16, 2019 |

| | |
|--|---|
| <u>Phase 3</u> Onsite Presentations/Interviews | April 17, 2019 Through April 18, 2019 |
| <u>Phase 3</u> Firm and Key Staff Reference Checks | April 22, 2019 through April 24, 2019 |
| <u>Phase 3</u> ASB Recommendation for Phase 4 Interview/Selection | April 25, 2019 |
| <u>Phase 4</u> Invitation sent/LOGISTICS | April 26, 2019 Through May 1, 2019 |
| <u>Phase 4</u> Final Interview/Selection of Apparently Successful Bidder | May 2, 2019 |
| Notice to Bidders | |
| OFM notifies Apparently Successful Bidder and begins contract negotiations | May 3, 2019 |
| OFM notifies unsuccessful Bidders | May 3, 2019 |
| Unsuccessful Bidders may request Debriefing until 3:30 local time, Olympia, WA | May 8, 2019 |
| OFM holds debriefing conferences, if requested | May 13, 2019 through May 14, 2019 |
| Estimated start date of contract | July 1, 2019 |

QUESTIONS AND ANSWERS

The following questions were received at the Optional Pre-Proposal Conference held on March 12, 2019:

- Regarding RFP Section 4.2.6 (SOW1 & SOW2): Should proposers include the resumes for Key Resources (those who will be onsite full time) or All Resources assigned to the project? Should resumes be inserted as addendums to SOW1 & SOW2?

ANSWER: For SOW 1, as directed in Section 4.2.6.1, paragraph 4: "... Provide current resumes for all staff proposed for this Statement of Work..."

For SOW 2, please provide resumes of staff that you propose for leadership roles during the work under this SOW. At this time, we are looking at knowledge, skills, abilities of staff proposed. We do expect that this SOW 2 will undergo refinement and, during that time, we would further review resumes of staff proposed for non-leadership roles.

- Please confirm, Section 3.2 states onsite requirement of 4 days per week as well as the addendum; however SOW 1 states 1 day a week for the Primary Procurement Assistance Practitioner and 4 days a week in another place in SOW 1.

ANSWER: The onsite requirement is 4 days per week for both the Primary Procurement Assistance Practitioner and the Lead Procurement Assistance Practitioner.

The following individuals/firms attended the Pre-Proposal Conference:

Pre-Proposal Attendee List

| Name | Title | Firm |
|---|-------------------------|-------------------|
| Nicole Simpkinson | Sr. Mgr. | Plante Moran |
| Shelley McDermott | Principal | OTB Solutions |
| Will Treinen | CEO | Treinen |
| Milford Sprecher | Director | ISG Public Sector |
| Heide Cassidy | Managing Partner | Gartner |
| Dana Gerow McLean | PCG Director | PCG |
| Online Attendees Note: For online attendees we were unable to discern which attendees were from which companies. | | |
| Angela Chevalier | Unknown | |
| Paul Giebel | Unknown | |
| Spencer Arnesen | Unknown | |
| Peter Lincoln | Unknown | |
| | Companies Online | |
| Unknown | AvachaTech | |
| Unknown | SoftResources | |