

**Amendment #1  
Issued July 9, 2020  
To  
State of Washington  
Office of Financial Management  
One Washington  
ERP SaaS Integrator Services  
RFP 20-200**

For clarity the Office of Financial Management has posted RFP #20-200 – ERP System Integrator Services as follows:

The official posting of this RFP is on WEBS, which you can access by the link below through your current registration, or by registering. It is posted to commodity codes:

958-16 – Business Management Services  
958-23 – Computer Management Services  
918-75 – Management Consulting  
958-68 – Support Services, Management

<https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/bid-opportunities>

A courtesy posting is also on the OFM website at:

<https://www.ofm.wa.gov/about/procurements-sole-source-contracts-and-intergovernmental-agreements>

As always, we encourage any interested parties to review the criteria as outlined in the RFP and continue to monitor WEBS for any official updates/amendments on this RFP.

**Updates to the RFP:**

Section 1.4 Schedule of Events, page 13, the following has been changed. Note: the dates remain the same.

Protests are due no later than 1 day after debrief, up to October 30, 2020 (dependent on day of debrief)

October 19, 2020  
through  
October 30, 2020

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Protests are due no later than **5 days** after debrief, up to October 30, 2020 (dependent on day of debrief)

October 19, 2020  
through  
October 30, 2020

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**Questions and Answers from Pre-proposal Conference:**

Answers to questions from the pre-proposal conference as of Thursday, July 9, 2020.

Additional questions and answers will be responded to as per the RFP.

#	RFP Part & Section Reference	RFP Page #	Question	Answer
1	1.11 Selection Process	Page 30	What are the minimal criteria to propose?	<ul style="list-style-type: none"><li>• Must have performed an implementation in at least one government entity with any of the identified Workday Software Suite applications.</li><li>• Certified Partner of Workday<ul style="list-style-type: none"><li>• Must hold the highest certified partner level with Workday.</li></ul></li><li>• Response Timeliness<ul style="list-style-type: none"><li>• RFP response is submitted by the due date and time.</li></ul></li><li>• Response Authorization</li></ul>

#	RFP Part & Section Reference	RFP Page #	Question	Answer
				<ul style="list-style-type: none"> <li>The RFP response is signed by an authorized company officer.</li> <li>Response Completeness <ul style="list-style-type: none"> <li>Bidder complied with all instructions in the RFP and provided a response to all items requested with enough detail, which provides for the Response to be properly evaluated, including: <ul style="list-style-type: none"> <li>Requirements forms</li> <li>Pricing forms</li> <li>Other required forms</li> </ul> </li> </ul> </li> </ul>
2	2.23 - Sample Statements of Work	Page 38	Can the State offer clarity on the anticipated scope of individual SOWs? Is it the expectation that each Phase (1A, 1B, 2, 3) has a separate SOW or is some other distribution (e.g., Phase 1A Plan and Design) being contemplated?	The state anticipates an SOW for each phase the vendor is responding to (phase 1A, 1B, 2 and 3). The proposal gives the overall guidelines for each phase; however, the vendor is requested to propose what functional components are included in each phase based on their experience.
3	Submission	Page 2	The RFP outlines the five documents that need emailed to the State of Washington (Email submission should contain the Bidder's technical and cost Response, any supporting documentation, and the following files). Is there any file size requirement for the individual files or the email?	There is a 22 MB limit to attachments sent to the address above. If it is anticipated that your submission will exceed this limit it is recommended that you send the final documents in a compressed zip file. The vendor assumes all responsibility for documents being in compliance with the size requirement.

#	RFP Part & Section Reference	RFP Page #	Question	Answer
4	3.4 - Implementation Plan (Section 4)	Page 44	The RFP states that, "This section must not exceed 200 one-sided pages and must not include any marketing materials." To confirm, the 200-page count limit is for the entire 3.4 Implementation Plan, Sections 3.4.1 through 3.4.14?	That is correct. This page limit is for the 3.4 Implementation Plan. We also request that the proposals do not include marketing material and focus on the RFP requirements.
5	2.28 Response Format Checklist (M)	Page 41	The Response Checklist table on page 41 has Section 11 as Exceptions to Terms and Conditions. On page 53 of the RFP, however, Section 3.11 is Cost Response. Please clarify.	The response checklist is the proposers table of contents for the response. Section 11 is the vendor's exceptions to the Terms and Conditions in the vendor's response. Section 3.11 in the RFP is giving the vendor instructions on what to include in the cost proposal.
6	1.4 Schedule of Procurement Activities	Page 13	On page 13 of the RFP, it states, Intent to propose form and certifications due from Bidders by 4:00 p.m. local time Olympia, WA (optional), however, the RFP does not include an Intent to Propose form? Is this optional? Or will the State provide the form and certifications that are needed?	The vendor can submit an intent to propose to the email provided in the RFP. There was not a form provided; send an email to this address:  <a href="mailto:OneWAERPProc@ofm.wa.gov">OneWAERPProc@ofm.wa.gov</a>  The intent to propose notification is optional.
7	Figure 3	Page 27	Is there an updated timeline available?	The provided timeline is the current outline from OneWa on how to implement the features for ERP between now and 2025, with the FY's depicted. Specifically, the RFP states on page 27 "The diagram on the following page describes the projected implementation through July 2025 for all software components. The Bidder is encouraged to recommend any changes to the implementation roadmap in its RFP response."

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8	N/A	N/A	We would like to participate in this RFP. We are a small business based in WA. Can you direct me how to participate in this RFP?	The proposal minimal criteria apply to the vendor proposing. See Question #1. It is up to small businesses or other vendors that do not meet the minimal criteria to work with proposing vendors, as they deem appropriate.
9	N/A	N/A	Do you anticipate extending the bid due date?	The timeline is accurate and not under consideration to extend.
10	N/A	N/A	What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?	Section 1.11 Selection Process in the RFP, starting on page 30, defines the selection process.
11	N/A	N/A	Was this bid posted to the nationwide free bid notification website at <a href="http://www.mygovwatch.com/free?">www.mygovwatch.com/free?</a>	No. This bid is available through the State's Web site:  <a href="https://pr-webs-vendor.des.wa.gov/">https://pr-webs-vendor.des.wa.gov/</a>  Vendors must be registered to the following commodity codes: 958-16 Business Management Services; 958-23 Computer Management Services; 918-75 Management Consulting; 958-68 Support Services, Management.

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				It is also available on the OFM Procurement website.
12	N/A	N/A	Other than your own website, where was this bid posted?	See answer to question 10.
13	N/A	N/A	Can you please tell me if this is a new opportunity or a recompile?	This is a new opportunity.
14	N/A	N/A	What is your budget for this opportunity?	The budget for this opportunity depends on many factors and will not be disclosed.
15	N/A	N/A	Would it be possible to receive the solicitation documents merely for our review?	See answer to question 10.

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16	N/A	N/A	Would it be possible for OFM to provide a list of vendors that were invited to bid on this opportunity?	<p>This is a public solicitation. It is posted on the following sites:</p> <p><a href="https://www.ofm.wa.gov/about/procurements-sole-source-contracts-and-intergovernmental-agreements">https://www.ofm.wa.gov/about/procurements-sole-source-contracts-and-intergovernmental-agreements</a></p> <p><a href="https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/bid-opportunities">https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/bid-opportunities</a></p>
17	3.4 Implementation Plan	Page 44	As per the RFP, "The Bidder is to provide an implementation plan in narrative format supported by an activity-level project plan in Microsoft Project and must detail how the proposed solution is to be implemented." Does this project plan count as part of the 200 page limit for Section 3.4? Please clarify.	The narrative is part of the 200 page limit. The activity level project plan should be placed in an appendix.
18	N/A	N/A	Can the vendor leverage their delivery centers outside of the United States? If yes, are there any restrictions on this work (e.g., the type of work performed, or access to data)?	The state would like all work to be conducted in the United States.
19	Pricing Forms	Interface Tab	In SAAS ERP SI – Pricing Forms, the worksheet related to Interfaces contains a column for Ongoing Annual Cost. Can the State clarify if they are expecting the vendor to provide	The ongoing annual cost for the interfaces is intended to cover annual costs other than maintenance, such as costs for tools or protocols used. Interface Maintenance Services can be provided as an optional service for consideration.

#	RFP Part & Section Reference	RFP Page #	Question	Answer
			Interface Maintenance Services (Level 2, Level 3 support and upgrade support)?	
20	Section 1.5.3 Section 3.4.12	Page 15 Page 50	On page 15, Section 1.5.3 of the RFP, it states that Deloitte is engaged as the Organizational Change Management consultant, but on page 50, Section 3.4.12 bidders are asked to describe their change management approach. Can you clarify the scope of Deloitte's change management services ongoing during the implementation and the scope of change management services requested of bidders within this RFP?	<p>OneWa believes that OCM is critical for overall success of any business transformation, particularly one of this size. To best set us up for success, OneWa engaged Deloitte to prepare agencies for the coming change. To date, Deloitte has baselined individual agency readiness as well as partnered with OneWa on determining how best to administer any OCM funds for agency readiness.</p> <p>As stated in the RFP, the Bidder should describe its recommended approach to the following:</p> <ol style="list-style-type: none"> <li>1. Describe its approach towards Change Management and Agency Readiness and how the Bidder will work with the state agencies, State's contracted service provider and the OneWashington program throughout the lifecycle of the implementation.</li> <li>2. Describe any unique approaches or tools that will be used to support change management.</li> <li>3. Describe the approach to communication, especially within the State's federated agency environment. Specifically describe the Bidders</li> </ol>

#	RFP Part & Section Reference	RFP Page #	Question	Answer
				<p>approach to, intent for, interaction with, communication.</p> <p>In addition, throughout the RFP, the state has requested an understanding of how the vendor will assist the State and the agencies with change management activities through the implementation. The State believes change management is critical to the success of this implementation and looks to understand the approach the SI vendor will use related to CM techniques and processes across the project.</p> <p>See Section 3.4.5 Prototyping as an example.</p>
21	N/A	N/A	<p>Has the State started any transformation initiatives in advance of the Workday implementation? Is there a third party supporting the State of WA on these activities?</p>	<p>The state has been engaged in many transformation activities. These include business process work, technical strategies (such as those provided as appendices to the RFP), and change management activities as described in the RFP. The state has several vendors supporting these efforts including Plante Moran, ISG, Deloitte, and Bluecrane. More information can be found on the OneWa website:</p> <p><a href="https://ofm.wa.gov/about/special-initiatives/one-washington/about-one-washington">https://ofm.wa.gov/about/special-initiatives/one-washington/about-one-washington</a></p>

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22	Section 1.5.3 Section 3.4.12	Page 15 Page 50	On page 15, section 1.5.3 The State has engaged Deloitte as its Organizational Change Management consultant to conduct agency readiness, communication, and change management activities. How does the scope of Deloitte's change management differ from the system integrators scope on page 50 section 3.4.12?	Refer to the answer to question 20.