



Department of Administration
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THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: 12.28.18

RFP TITLE:	Web-Based Risk Management Information System 2019-0200-4167
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AMENDMENT 1

NOTE: it is the proposer's responsibility to review and accept all amendments to this solicitation.

- 1. This amendment serves to amend section 1.04 Prior Experience (see underlined added language and deleted language crossed through)**

SEC. 1.04 Minimum Prior Experience Requirements

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements: See Section 4.06 for required proof that offeror meets the following minimum requirements.

- Offeror must have implemented the same web-based RMIS proposed in this solicitation for three different states or governmental agencies (any combination) within the last five years.
- Provide three letters of reference from the state or governmental or public agencies on their letterhead confirming that you implemented the same web-based RMIS within the above timeframe, including signature by an authorized agent of the client.
- Project Manager – The Project Manager is the single point of contact for the DRM Risk Manager throughout the term of this contract. A resume must be provided, which clearly demonstrates a minimum of three years' experience in project management methodology and the ability to provide consistent and concise reporting of tasks.
- Technical Lead – The Technical Lead is primarily responsible for applying application programming for the identified business rules and integrating the new system into the DRM operating environment. A resume must be provided, which clearly demonstrates a minimum

of three years' experience and expertise in successfully leading the design, implementation, and delivery of RMIS of a similar scale or complexity as described in this solicitation.

~~An offeror's failure to meet these minimum prior experience requirements may cause their proposal to be considered non-responsive and their proposal may be rejected.~~

2. This amendment serves to amend section 4.06 Experience and Qualifications: (see underlined added language and deleted language crossed through)

SEC. 4.06 Experience and Qualifications

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

Project Manager – The Project Manager is the single point of contact for the DRM Risk Manager throughout the term of this contract. A resume must be provided, which clearly demonstrates a minimum of three years' experience in project management methodology and the ability to provide consistent and concise reporting of tasks per section 1.04.

Technical Lead – The Technical Lead is primarily responsible for applying application programming for the identified business rules and integrating the new system into the DRM operating environment. A resume must be provided, which clearly demonstrates a minimum of three years' experience and expertise in successfully leading the design, implementation, and delivery of RMIS of a similar scale or complexity as described in this solicitation per section 1.04.

- title,
- resume,
- location(s) where work will be performed,
- ~~• itemize the total cost and the number of estimated hours for each individual named above.~~

Offeror must have implemented the same web-based RMIS proposed in this solicitation for three different states or governmental agencies (any combination) within the last five years.

Offeror must provide three letters of reference from the state or governmental or public agencies on their letterhead confirming that offeror implemented the same web-based RMIS within the last five years, including a signature by the authorized agent per section 1.04.

3. This amendment serves to include and make part of the following questions and answers received.

NOTE: The question due date listed in section 1.12 did not change, the state is still accepting questions:

Question: When I was reviewing the minimum requirements in Sec. 1.04 "Prior Experience" (first two bullets) versus what was stated in Sec 5.05 question 1a, it led me to the question:

- Will our proposal be disqualified for not meeting the requirements in Sec. 1.04 or are we simply scored appropriately per Sec. 5.05 Q1a?

Answer: Please see amended Section 1.04 Minimum Prior Experience Requirements listed above under Item #1.