



Employer Reporting Application Project
Request for Proposals 13-002-103
Amendment 3
September 23, 2013

Purpose of this Amendment:

The purpose of this amendment is to revise the deadline for submitting Bidder Proposals. Deadlines for Bidder Complaints due, DRS Response to questions and complaints issued, and all key events following Bidder proposals due have been updated. Section 2 and Table 5 of the Request for Proposals are revised as shown below. All other terms of the Request for Proposals remain unchanged.

2 Key Events and Dates

Table 5 lists key events and dates in the RFP process and reflects the staged procurement approach described in this RFP, including [Section 9.1, Evaluation Approach](#) of this RFP. Failure to meet any of the required deadlines will result in disqualification from participation in the procurement. All times are local at Tumwater, WA.

DRS reserves the right to revise the key events and dates through the issuance of an addendum or amendment.

Table 5: Key Events and Dates

Date and Time	Event
Wednesday, August 28, 2013	Request for Proposals issued.
Friday, August 30, 2013 1:30 – 3:30 PM, Pacific Time (Optional)	Optional “Get to Know You” Conference to be held at DRS’ 6835 Capitol Boulevard, Tumwater, WA location. The purpose of this “Get to Know You” Conference is to provide potential Bidders a preview of the procurement and the RFP process and timelines. Bidders may attend either in person or remotely by participating by WebEx. See Section 3.7 of this RFP for more details on the optional “Get to Know You” Conference.
Wednesday, September 18, 2013 3:00 PM, Pacific Time	Deadline for registration for the mandatory Bidders Conference.
Friday, September 13, 2013 3:00 PM, Pacific Time	Deadline for pre-submitting questions to be addressed at the Bidders Conference. Any questions received in writing on or before September 13, 2013, will be addressed during the mandatory Bidders Conference. Questions received after September 13, 2013, may be addressed during the Bidders Conference or thereafter, at the discretion of DRS.

Date and Time	Event
Friday, September 20, 2013 1:30 – 3:30 PM, Pacific Time (Mandatory)	Bidders Conference to be held at DRS, 6835 Capitol Boulevard, Tumwater, WA, location. <u>In-person attendance at the Bidders Conference is mandatory for all Bidders.</u> Bidders must send at least one (1), but not more than three (3), in-person representative(s) to the Bidders Conference (additional Bidder personnel can participate by WebEx). WebEx conferencing will be made available to any subcontracting firms and other interested companies or participants. See Section 3.8 of this RFP for more details on the mandatory Bidders Conference.
Wednesday, September 25, 2013 3:00 PM, Pacific Time	Bidder questions due. See Section 3.9 of this RFP for more details on Bidder questions.
Friday, October 11, 2013 Friday, September 27, 2013 3:00 PM, Pacific Time	Bidder complaints due. See Section 3.11 of this RFP for more details on Bidder complaints.
Wednesday, October 2, 2013 Friday, September 27, 2013	DRS Response to questions. and complaints issued.
Wednesday, October 16, 2013	DRS Response to complaints issued.
Friday, October 18, 2013 Friday, October 4, 2013 3:00 PM, Pacific Time	Bidder Proposals due.
Stage 1 – Minimum Qualifications (Mandatory) and Bidder Requirements	
Wednesday, October 23, 2013 Tuesday, October 8, 2013	Evaluation Begins.
Tuesday, October 29, 2013 Tuesday, October 15, 2013	The RFP Coordinator will notify all Bidders who will and will not move forward to Stage 2 – Business and Technical Requirements, Issues List Response, and Price Proposal.
Stage 2 – Business and Technical Requirements, Issues List Response, and Price Proposal	
Wednesday, October 30, 2013 Tuesday, October 15, 2013	Evaluation begins.
Monday, November 25, 2013 Friday, November 8, 2013	The RFP Coordinator will notify all Bidders who will and will not move forward to Stage 3 – Demonstration, Oral Interview, and Reference Checks. DRS anticipates between two (2) to four (4) Bidders will be selected for Stage 3. DRS reserves the right to move other Stage 2 Bidders forward at a later date.
Stage 3 – Demonstration, Oral Interview, and Reference Checks	
Monday, November 25, 2013 Friday, November 8, 2013	Release Demonstration Materials to Bidders who are invited to participate in Stage 3.

Date and Time	Event
Friday, November 15, 2013 <u>Wednesday, December 4, 2013</u>	Demonstration questions / issues due.
Friday, November 15, 2013 <u>Wednesday, December 4, 2013</u>	Delivery of Non-Supported Requirements List. See Section 9.4.2 of this RFP.
Wednesday, November 20, 2013 <u>Tuesday, December 10, 2013</u>	Demonstration questions / issues answers published.
Friday, December 6, 2013 Monday, December 2, 2013 <u>Thursday, January 2, 2014 - Tuesday, January 7, 2014</u>	Conduct demonstrations and oral Interviews.
Thursday, December 12, 2013 <u>Thursday, January 16, 2014</u>	The RFP Coordinator will notify all Bidders who will and will not move forward to Stage 4 – Implementation Planning Study (IPS) Workshops and contract negotiations.
Stage 4 – IPS Workshops and Contract Negotiations	
Tuesday, December 17, 2013 <u>Thursday, January 23, 2014</u>	Implementation Planning Study (IPS) Workshops and contract negotiations begin.
Tuesday, April 1, 2014 <u>Tuesday, April 8, 2014</u>	IPS Workshops and contract negotiations complete. One or both Stage 4 Bidders signs the Agreement documents.
Friday, April 11, 2014 <u>Friday, April 18, 2014</u>	RFP Coordinator will announce Apparent Successful Bidder (ASB).
Monday, April 21, 2014 Wednesday, April 16, 2014 <u>Thursday, April 24, 2014 – Monday, April 28, 2014</u>	Conduct optional debrief conferences with unsuccessful Bidders.
Monday, April 28, 2014 <u>Monday, May 5, 2014</u>	Estimated contract execution by DRS.
Monday, April 28, 2014 <u>Monday, May 5, 2014</u>	Commence ERA Project.