



Employer Reporting Application Project
Request for Proposals 13-002-103
Amendment 1
September 16, 2013

Purpose of this Amendment:

The purpose of this amendment is to revise the deadline for registering for the mandatory Bidders Conference. 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 Tuesday, September 10, 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, September 27, 2013 3:00 PM, Pacific Time | Bidder complaints due. See Section 3.11 of this RFP for more details on Bidder complaints. |
| Friday, September 27, 2013 | DRS Response to questions and complaints issued. |
| Friday, October 4, 2013 3:00 PM, Pacific Time | Bidder Proposals due. |
| Stage 1 – Minimum Qualifications (Mandatory) and Bidder Requirements | |
| Tuesday, October 8, 2013 | Evaluation Begins. |
| 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. |
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| Tuesday, October 15, 2013 | Evaluation begins. |
| 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 | |
| Friday, November 8, 2013 | Release Demonstration Materials to Bidders who are invited to participate in Stage 3. |
| Friday, November 15, 2013 | Demonstration questions / issues due. |
| Friday, November 15, 2013 | Delivery of Non-Supported Requirements List. See Section 9.4.2 of this RFP. |
| Wednesday, November 20, 2013 | Demonstration questions / issues answers published. |

| Date and Time | Event |
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| Monday, December 2, 2013 - Friday, December 6, 2013 | Conduct demonstrations and oral Interviews. |
| Thursday, December 12, 2013 | 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. |
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| Tuesday, December 17, 2013 | Implementation Planning Study (IPS) Workshops and contract negotiations begin. |
| Tuesday, April 1, 2014 | IPS Workshops and contract negotiations complete. One or both Stage 4 Bidders signs the Agreement documents. |
| Friday, April 11, 2014 | RFP Coordinator will announce Apparent Successful Bidder (ASB). |
| Wednesday, April 16, 2014 – Monday, April 21, 2014 | Conduct optional debrief conferences with unsuccessful Bidders. |
| Monday, April 28, 2014 | Estimated contract execution by DRS. |
| Monday, April 28, 2014 | Commence ERA Project. |