

Request for Proposal No. 2020-32

Amendment 02 – Schedule Change

This document amends RFP No. 2020-32, issued March 6, 2020.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@K12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

Section B.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES is hereby amended to read as follows:

Item	Action	Date
1.	OSPI issues RFP	March 6, 2020
2.	Question and Answer period	March 6-20, 2020
3.	OSPI hosts Pre-bid Conference	March 13, 2020
4.	Last date for questions regarding RFP	March 20, 2020 <u>April 17, 2020</u>
5.	OSPI posts Q&A Addendum	March 24, 2020 <u>April 21, 2020</u>
6.	Complaints due	March 24, 2020 <u>April 24, 2020</u>
7.	Proposals due	March 31, 2020 <u>May 1, 2020</u>
8.	OSPI conducts evaluation of written proposals	April 1, 2020 <u>May 2-8, 2020</u>
9.	OSPI conducts oral interviews with finalists (if determined necessary by OSPI)	April 2-3, 2020 <u>May 15, 2020</u>
10.	OSPI announces "Apparent Successful Bidder(s)" and sends notification to unsuccessful Bidder(s)	April 6, 2020 <u>May 20, 2020</u>
11.	OSPI conducts debriefing conferences (if requested)	As requested, per debriefing instructions
12.	Anticipated contract start date	May 1, 2020 <u>July 1, 2020</u>



OSPI reserves the right to revise the above schedule.

Additionally the following sections of the procurement are hereby changed to reflect the changes above:

COVER PAGE is hereby amended to read as follows:

PROPOSAL DUE DATE: 3:00 p.m. (Pacific Time) on ~~March 31, 2020~~ May 1, 2020

ESTIMATED CONTRACT PERIOD: ~~May 1, 2020~~ July 1, 2020 through June 30, 2021.
Amendments extending the period of performance, if any, shall be at the sole discretion of OSPI.

Section A.6. PERIOD OF PERFORMANCE is hereby amended to read as follows:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about ~~May 1, 2020~~ July 1, 2020, and end on or about June 30, 2021. The option to extend any contract resulting from this procurement shall be at the sole discretion of OSPI.

As such, OSPI reserves the right to amend to extend the contract for three (3) additional contract years through 2024, if additional funding is made available by the Legislature. Decision to amend shall be based on sustained satisfactory performance as decided by the Superintendent's designee, successful completion of project objectives, and availability of funding.

Additional services that are appropriate to the scope of this RFP, as determined by OSPI, may be added to the resulting contract by a written amendment mutually agreed to and executed by both parties.

Section B.2. SUBMISSION OF PROPOSALS is hereby amended to read as follows:

Consultants are required to submit three (3) copies of their proposal. One (1) copy must have original signatures and two (2) copies can have photocopied signatures. Additionally, the Bidder must provide one (1) copy of the proposal electronically, either by email or on a compact disc (CD). ***The proposal, whether mailed or hand delivered, must be received by OSPI no later than 3:00 p.m. PT in Olympia, WA, on ~~March 31, 2020~~ May 1, 2020.*** The proposal is to be mailed or delivered to the RFP Coordinator noted in Section B.1. The envelope should be clearly marked to the attention of the RFP Coordinator, who is OSPI's sole point of contact for this procurement.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Consultants who are hand delivering their proposal should allow time for traffic congestion. Consultants assume the risk for the method of delivery chosen. OSPI assumes no responsibility for delays caused by any delivery service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of OSPI and will not be returned.