



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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***Addendum Three
To
SPCP OFM 16-1900***

***One Washington Business Transformation
Round 2 Questions and Answers AND Modifications***

The State of Washington's Office of Financial Management (OFM) received the following questions on or before February 9, 2017 by 3:30 pm local time Olympia, WA. OFM answers:

1. Q: Per Section 4.2: Administrative Proposal, Bidders should provide response for all M items in Section 2: Administrative Requirements. When reviewing Appendix H - Submission Checklist, the following M items are not listed as submission requirements for the Administrative Proposal:
 - 2.1 Competitive Procurement Process Coordinator (M)
 - 2.2 Schedule of Procurement Activities (M)
 - 2.10 Submission of Proposals and Proposal Contents (M)

Please confirm if these three items are not mandatory and therefore Bidders should not include a response for each of these instructional items in the Administrative Proposal.

A: Subsections 2.1, 2.2 and 2.10 are mandatory as failure to comply may cause a Bidder to be disqualified. Please respond as instructed for mandatory requirements set forth in section 2.10 subsection **SPCP Requirements Response**.

2. Q: Section 2.13 Holdback is not listed as a mandatory item in the CP 16-1900 Final document, but is listed as a mandatory submission requirement in Appendix H - Submission Checklist. Please confirm that this item is mandatory and therefore Bidders should include a response for Holdback in the Administrative Proposal.

A: Yes, Section 2.13 Holdback is a mandatory requirement. Please respond as instructed for mandatory requirements set forth in section 2.10 subsection **SPCP Requirements Response**.

3. Q: To confirm that the electronic copy (e-mail) submissions are properly received by OFM, please confirm if there is a file size limit accepted by OFM e-mail security.

A: The maximum file limit is 30MB.

4. Q: Section 4.3.7 lists the heading as Transformation Approach. Appendix H - Submission Checklist lists 4.3.7's heading as Transformative Approach. Please confirm the correct name for this heading.

A: The correct name for section 4.3.7 is Transformation Approach

5. Q: Please confirm that SOW2, complete with cost information, is to be provided only in Section 4.3.12.2 of the Technical Response.

A: Yes, SOW 2 is to be submitted subject to the instructions and as part of Section 4.3.12.2 of the SPCP.

6. Q: Please confirm that SOW1 response, with cost information, is to only be submitted in the Cost Response.

A: Yes, SOW1 is to be submitted with the Cost Response.

7. A: For the hardcopy responses, please confirm if Administrative Requirements and Technical Requirements responses can be in the same binder, separated by tabs.

A: Yes, the Administrative Requirements and Technical responses can be in the same binder, separated by tabs.

8. Q: Given the magnitude of this competitive procurement, the amount of material to consider, and to provide the State with the most comprehensive proposal response possible, would the State be willing to provide a two week extension to the proposal due date?

A: Thank you very much for your thoughtful consideration of this procurement and question. Unfortunately, we will not be granting any extensions because of the very detailed timeline we have created to meet our program needs. This timeline was built around the development of key information that the State of Washington needs in order to submit a comprehensive decision package in the 2017-19 supplemental budget. Since other timelines are not flexible, it does not give us the opportunity to flex from the published dates either. Thank you for your interest, and I hope you will be able to make these timelines work for your firm.

THE FOLLOWING ARE WRITTEN QUESTIONS COLLECTED AT THE FEBRUARY 2, 2017 PRE-PROPOSAL CONFERENCE

9. Q: Will the software package implementation be issued as a SOW under the SP contract?

A: OFM expects to work first with the Strategic Partner for its implementation needs. If the Strategic Partner is not the right fit for those activities, we will issue a competitive procurement.

10. Q: How does the state anticipate the process for a large system implementation SOW (scope, schedule, analysis) happen in 5 days? Determining levels of effort can be a complex undertaking.

A: Since the Strategic Partner will be on-site and involved in the strategic planning for the One Washington Program OFM expects them to be in a position to anticipate the timing and specificity of OFMs requirements under any SOW established under the Contract. We acknowledge that some will be more complex and require more time, however, we expect that normally this turnaround time should be reasonable.

11. Q: Regarding the Strategic Partner Onsite Manager requirements in the CP, it states that the individual must have seven years in statewide experience. Would OFM consider individuals with a combined seven years' experience in state, local and education experience around financial process transformation or implementation?

A: Yes, OFM will consider a combination of experience. See the revision to SOW 1 set forth below.

AMENDMENTS TO THE COMPETITIVE PROCUREMENT DOCUMENT

The following modifications are made to the SPCP document:

1. Section 2.13 is hereby modified to add the mandatory designation (M). The heading is modified to read:

2.13 Holdback (M)

2. Appendix C Statement of Work 2017-1, Section 5. **Contractor Staff Roles and Responsibilities**, heading Strategic Partner Onsite Manager, paragraph 2 is hereby modified as follows:

This individual must have at least seven years of direct public sector experience with at least some of the experience in state financial process transformation and implementation ~~experience participating in statewide financial process transformations or implementations~~ and must have previously led at least one transformation/implementation from inception to conclusion.

