



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFQ NO. 17-300

Personnel Resources Board – Mediation & Hearing Officers

AMENDMENT NO. TWO (2)

Procurement Schedule

May 25, 2017

Section 2.2, Estimated Schedule of Procurement Activities is hereby amended as follows:

Issue Request for Qualifications	May 11, 2017
Bidder may submit written questions until 3:30 pm Pacific Time	May 15, 2017
OFM will issue responses	May 19, 2017
Complaints due	June 14, 2017 May 23, 2017
Bidder must submit Proposal by 3:30 Pacific Time	June 20, 2017 May 31, 2017
OFM evaluation of proposals	June 22, 2017 June 6, 2017
<u>Oral Presentations (at OFM's option)</u>	<u>June 27, 2017</u>
OFM announces "Apparent Successful Bidders" and begins contract negotiations	<u>June 30, 2017</u> June 14, 2017
OFM notifies Unsuccessful Bidders	<u>June 30, 2017</u> June 14, 2017

Unsuccessful Bidders may request Debriefing until 3:30 Pacific Time	<u>July 6, 2017</u> June 19, 2017
OFM holds Debriefing Conferences, if requested	<u>July 10, 2017</u> June 21, 2017
Sign Convenience Contracts	<u>July 17, 2017</u> June 30, 2017

Section 4.2, Evaluation Weighting and Scoring is hereby amended as follows:

The maximum number of evaluation points available is 34 ~~430~~. The Administrative Requirements are evaluated on a pass/fail basis. The following points will be assigned to the Proposal for evaluation purposes:

WRITTEN PROPOSAL

Qualifications 24 Points

Total (for Written Proposal)	24 Points
Oral Presentations (optional)	10 Points
Total	34 Points

Section 3.2. Qualifications Section, will be consensus scored by evaluators. Oral Presentation scores will be added to the Qualifications scores. OFM will decide to which bidders to award Convenience Contracts in its sole discretion.

ORAL PRESENTATIONS MAY BE REQUIRED

Oral presentations may be utilized in selecting the winning proposals. The AGENCY, at its sole discretion, may elect to select the top-scoring bidders from the written evaluation for an oral presentation. OFM will contact the top-scoring bidders to schedule a date, time and location for an oral presentation. Commitments made by the Bidder at the oral interview, if any, will be considered binding.