

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

RFP 2018-05 Education Grants Management System
Addendum 02 – Requirements Change

Note to potential respondents:

This amendment is intended to revise, clarify and become part of RFP No. 2018-05, issued August 28, 2017. All amendments, addendums, and notifications will be posted on the [OSPI website](#) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

Section 31. Management Proposal has changed as follows:

31.3.4 Contractor Support/Training

Provide a description of the Bidder’s standard support offerings for end users and technical staff including help desk, application and technical support. Provide a copy of the standard service level agreement covering these services if applicable. Bidder must also provide on-line training (via WebEx) for the state staff and School Food Authorities on the use of the new system; including training materials, guides for the state and School Food Authorities. The training is expected to occur approximately 20 days before release of the new system to the field.

Section 33.4 Evaluation Weighting and Scoring has changed as follows:

The following points will be assigned to the proposals for evaluation purposes:

Technical Proposal – 40%	Max 1,000 Points
30.1 Software and System Requirements	200
30.2 System Privacy, Access, and Data Security	50
30.3 Data Integration and Migration	150
30.4 System Reports	150
30.5 Licensing and Coding Requirements	100
30.6 Protection of confidential Information	50
30.7 Information Security Requirements	150
30.8 Training	100
30.9 System and User Documentation	50

Management Proposal – 32%	Max 800 Points
31.1.1 Project approach methodology	50
31.1.2 Project plan	75 <u>100</u>
31.1.3 Deliverables	75
31.1.4 Outcomes and Performance Measurement	25
31.1.5 Project team Structure	25
31.2.1 Bidder Staff Qualifications	25

Management Proposal – 32%	Max 800 Points
31.2.2 Candidate Staff Experience	50 <u>75</u>
31.2.3 References	50
31.2.4 Past Performance	25
31.2.5 Education Grant Management Experience	100
31.3.1 Team Structure	25
31.3.2 Service Agreement or Maintenance Plan	50 <u>75</u>
31.3.3 Application Hosting	75
31.3.4 Contractor Support/Training	75
31.3.5 Change Control Practices	50
31.3.6 Status Reporting	25

Cost Proposal – 20%	Max 500 Points
32.1 Licensing Costs	-
32.2 Development Costs	-
32.3 Maintenance Costs	-
32.4 Hosting Costs	-
32.5 Travel Costs	-
32.6 Subcontractor Costs	-
<i>Points Awarded on Total Cost</i>	<i>500</i>

Oral Presentation – 8% (if determined necessary by OSPI)	Max 200 Points
38 Oral Presentation	200

Grand Total For Proposal	Max 2500 Points
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Section E. RFP EXHIBITS have changed as follows:

Exhibit A - Certification And Assurances

Exhibit B – Sample Contract

Exhibit C - General Terms And Conditions

Exhibit D - Contractor Intake Form

Exhibit E – Proposal Checklist

Attachment A – System Requirements – **See revised version of Attachment A**

Attachment B – Vendor References

[Attachment C – List of 2016-17 Form Packages in iGrants](#)