



Oregon

Theodore R. Kulongoski, Governor

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January 16, 2004

FIRM

Attention: _____

Address

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**Re: RFP 10700053-03 (Computing and Networking Infrastructure Consolidation)
Final Instructions to Proposers re: Phase 5 Evaluation Interviews and Supporting
Written Submissions**

1. The purpose of this letter is to provide Proposers with final instructions and other information regarding Phase 5 Evaluation interviews and supporting written submissions.

2. Clarification Questions and Answers:

Proposers have submitted via email a small number of clarification questions regarding the Phase 5 Evaluation Process. The following information is responsive to these questions:

a. The State estimates the start date for Project Work as March 15, 2004. The State still desires a late third quarter completion, but expects the Proposers to engage reality in presenting information regarding the timing of their performance of Project Work.

b. There are now twelve (12) Participating Agencies with eleven (11) physical data center facilities in Salem, Oregon (the Department of Human Services and Department of Employment are co-located in a single facility). The top three data center counts have been adjusted to reflect only equipment in each center. There is a range of 860 to 1060 assets/devices that are in scope.

c. There are minimal requirements for written submissions. The written submissions shall reflect the Proposers' approach to accomplishing each Task and completing each Deliverable reflected in the State-modified Statement of Work (SOW) in a format of each Proposer's choice, but with the revised payment and deliverables schedule to reflect the pricing and deliverable date information related to the approach. Any submitted alternative approaches with further modified SOW should follow a similar format. Any submitted alternative approach that proposes an approach and related pricing information intended to lower the cost of Phase I Work is in scope. RFP Subsections a. through e. of Section 3.1.1.3 (Response to Technical Questions) remain

relevant for purposes of Phase 5 Evaluation, but only insofar as they may represent the type of information that, at a minimum, should be reflected in Proposers' approaches. A complete resubmission of the Proposal is not required. The State regards each Proposer as still bound to all terms, conditions, commitments and other information reflected in the RFP and their respective Proposals. Proposers must fax or email written submissions to me by the January 23, 2004 deadline, and must submit the hard copy signed original and six (6) copies at the time and date of their respective interviews.

3. Interview Schedule and Venue(s):

Interviews are scheduled for the week of January 26, 2004, in Salem, OR. The interviews are scheduled for a three (3) hour block of time for Proposer presentations and discussion/questions between the Evaluation Committee and Proposers. There is no minimum time limit on presentation length. Based upon prior communication with the Proposers regarding pinpoint scheduling, interviews are scheduled as follows:

[SCHEDULE DELETED]

Proposers shall submit to me as soon as possible their respective requirements for desired audio-visual support, if any, and the number and identity of attendees in addition to their respective proposed Project Managers.

4. Common Interview Questions :

There are three (3) common questions that the Evaluation Committee will ask of each Proposer. The questions are listed below. The Evaluation Committee reserves the right to ask additional questions of each Proposer depending upon the content of the respective Proposers' interviews/presentations and supporting written submissions.

- a. Regarding Task 2, how detailed must the Task 4 Inventory be to generate a credible cost/benefit analysis?
- b. What attributes of the "Current IT Model" are required for the cost/benefit analysis?
- c. Aside from Task 4, in what other Tasks areas can the State assist in order to reduce time or cost?

Sincerely,

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