



# Oregon

Theodore B. Kulmacski, Governor

**Department of Administrative Services**  
Procurement, Fleet and Surplus Services Division  
State Procurement Office  
1225 Ferry Street SE U140  
Salem, Oregon 97301-4285  
Phone (503) 378-4642  
FAX (503) 373-1626

**January 9, 2004**

**Firm**

Attention: \_\_\_\_\_

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

1. The purpose of this letter is to provide Proposers with initial instructions regarding Phase 5 Evaluation interviews and supporting written submissions. The State will release final instructions regarding interview schedules, venue, attendees, etc. next week.

2. In the Phase 5 Evaluation Process for the referenced procurement, the State seeks to interview each of the Phase 4 Proposers regarding their approaches to the State's modified Statement of Work (SOW) and their pricing information related to the submitted approaches. In order for the State and Proposers to make best use of the Phase 5 Evaluation Process, the State is requiring Proposers to submit their SOW approaches and related pricing information in writing in advance of the scheduled interviews. The advance written submissions will provide the Evaluation Committee with an opportunity to best prepare for interaction with Proposers during their respective interviews. This requirement for written submissions in support of the required interviews is consistent with the State's position as reflected in the "Notice of Phase 5 Evaluation Process" at #2, previously emailed to all Phase 4 Proposers on December 24, 2003,

"In general terms, three of the submitting firms suggested in their Technical Proposals that the State (i) could make such modifications to its Statement of Work without jeopardizing the CNIC Project outcome, and (ii) should make such modifications in order to realize substantial cost savings in Phase I of the Project."

At the general suggestion of the Proposers, the State has modified the SOW by reducing Project scope and exercising the State's reserved elections regarding Inventory levels and options. These modifications have reduced the number of previously required and optional Tasks and Deliverables. The State now seeks to assess the Proposers' approaches to the modified Work and their related cost proposals to implement their respective approaches. All Proposers shall respond to the modified SOW as it is now comprised. In addition, they may, in the sole exercise of their discretion, reflect specific

alternative approaches and related pricing in their required written submissions and oral presentations.

3. The primary purpose of the Phase 5 Evaluation process will be for the Proposers to clearly describe, in their written submissions and oral presentations, their approaches and related pricing to the modified SOW, AND any alternative approaches and their related pricing. The State will evaluate Phase 5 submissions on the basis of which approach and related pricing offers best value to the State in successfully completing the Project, whether the selected approach and pricing mirror the modified SOW or vary significantly therefrom. Ultimately, the State is looking for what Proposers regard as the “best” Project approach from their respective standpoints. Phase 5 Evaluation scoring will reflect the degree of the State’s agreement with each Proposer’s recommended “best” approach. The State will evaluate each Proposer’s oral presentations and supporting written submissions as a single submission.

4. All Proposers shall submit their supporting written submissions, Project Work approach and related pricing information, through me by **4:00 P.M. (Pacific Time), Friday, January 23, 2004**. The written submission regarding the approach to the modified Project Work, including any alternative approach that recommends further modifications to the Tasks and Deliverables reflected in the modified SOW, shall be in the general format prescribed for the technical approach in the RFP. Related pricing information shall be submitted in the Microsoft Excel format for the “Cost Proposal” in the RFP. The State will release a version of this format that reflects the Tasks and Deliverables as revised in the modified SOW. Proposers shall use this same format for the separate submission of pricing information related to any alternative approaches they wish to submit and present in addition to their modified SOW approach. Proposers submitting alternative approach pricing information may further modify the Cost Proposal format to best reflect pricing related to their alternative approaches. Proposers may submit their modified SOW approaches and related pricing information, and any alternative approaches and their related pricing information, as a single submission. Written submissions delivered to me via FAX and/or email by the submission deadline date and time will be accepted, provided Proposers personally deliver their hard copy original submissions at the time of their respective interviews.

5. The State will conduct interviews during the week of **January 26 to 30, 2004**. The State’s attendees for each interview will include the four (4) Evaluation Committee members and up to eight (8) technical and procurement staff members. Proposers shall be represented at their respective interviews by their proposed Project Managers and any additional personnel as they deem necessary and appropriate. The State will release final instructions regarding the conduct of interviews next week. Thank you.

Sincerely,

Nicholas Betsacon  
State Procurement Analyst  
Phone: 503.373.1189  
FAX: 503.373.1626  
Email: [nicholas.betsacon@state.or.us](mailto:nicholas.betsacon@state.or.us)