



# Oregon

Theodore B. Kulmacski, Governor

**Department of Administrative Services**  
Procurement, Fleet and Surplus Services Division  
State Procurement Office  
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Phone (503) 378-4642  
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December 24, 2003

**Firm**

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

Address

Address

Address

**Re: Notice of Phase 5 Evaluation Process**

Dear \_\_\_\_\_:

1. Request for Proposals # 10700053-03 (RFP) is incorporated herein by this reference. Under Section 4.1 of the RFP, the State delineated an evaluation process of up to five (5) phases as follows:

- Phase 1: Evaluation of Minimum Proposal Requirements
- Phase 2: Evaluation of Technical Proposal
- Phase 3: Evaluation of Cost Proposal
- Phase 4: Ranking of Proposals
- Phase 5: Interview(s), if deemed necessary in the sole discretion of DAS

The first four phases of the evaluation process are now complete. The ranking of proposing firms following Phase 2 evaluation is:

- 1.
- 2.
- 3.
- 4.

The ranking of proposing firms following Phase 4 is:

- 1.
- 2.
- 3.
- 4.

Pursuant to Section 4.1, DAS has determined to exercise its discretion to conduct a Phase 5 evaluation of the "top ranked Proposers" by interview through written submissions and oral presentations/interviews. The Evaluation Committee currently regards all four proposing firms as "top ranked" Proposers for purposes of Phase 5 evaluation. Top ranked Proposers shall participate in the Phase 5 evaluation process. Those Proposers who decline to participate in this final evaluation phase will be precluded from any

further participation in the procurement. DAS will reject the Proposal of any such firm as non-responsive.

2. The evaluation of all Technical and Cost Proposals has clearly revealed to the State a critical need to modify its proposed Statement of Work by deleting a limited number of required Tasks and Deliverables, and by deciding which optional Tasks and related Deliverables it will require as part of the underlying Computing and Networking Infrastructure Consolidation (CNIC) Project. 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. The State regards such suggestions as “partial alternative proposals” submitted in compliance with RFP Section 3.1.1.4., Alternative Proposals. (Two of the three firms actually labeled their suggestions as alternative proposals.)

Moreover, the price range reflected in the submitted Cost Proposals evidences an overbroad Statement of Work that should be modified in the public interest of receiving the best value for this critical project, especially in light of the current economy and its impact on the State’s budget. (The price range runs from a low of \$2.7 Million to a high of \$4.8 Million.)

3. It is not in the public interest for the State to disregard the fact that three Proposers submitted partial alternative proposals reflecting their belief that the State could accomplish its goals and objectives in Project Phase I AND realize significant cost savings through diverse alternative approaches, e.g., reduced project complexity, reduced number of deliverables, and modified approach to collecting the inventory. Accordingly, the State will use the Phase 5 evaluation process to give all four Proposers the opportunity to personally present, and the Evaluation Committee the opportunity to evaluate, alternative proposals regarding the present scope of the Statement of Work. To that end, the state will present a modified CNIC Project Statement of Work to the Proposers for their review and subsequent written and oral comment.

The modified CNIC Statement of Work will reflect the Task areas that have represented the State’s primary purpose for this procurement from its initial release date in October 2003 to the present time: **Task 4**, Conduct and Validate Participating Agencies’ Inventory; **Task 6I**, Develop an Implementation Strategy and Business Case for each CNCA; and **Optional Task 7**, Detailed Implementation Plan and Validated Business Case for the State-selected CNCA.

The Proposers will have two weeks from receipt of this modified Statement of Work to develop and submit in writing to the undersigned Single Point of Contact a modified Project approach and related pricing. The submitted Project approaches shall include the Proposers’ recommended Tasks and related Deliverables necessary to meet the primary purpose of the procurement as stated above. Proposers shall thereafter send their proposed Project Managers, and any additional personnel as they deem necessary and appropriate, to personally present the submitted Project approach and related pricing information to the Evaluation Committee. The Proposers’ written submissions and their oral presentations/interviews will be reviewed, evaluated and scored by the Evaluation Committee on a numerical scale from 0 to 250 Points.

4. DAS will provide more specific details and instructions regarding its conduct of the State's Phase 5 evaluation process at the time it delivers to the top ranked Proposers a modified Statement of Work for their review and comment regarding approach and pricing. DAS will add to each Proposer's Phase 4 point total the additional points the Proposer receives from its Phase 5 submission evaluation and scoring. The final ranking for Contract Award purposes will be determined from the Proposers' combined Phase 4 and Phase 5 point totals. At that point, DAS will regard the highest-ranking Proposer as the "Apparent Successful Proposer."

5. Pursuant to RFP Section 6.6, DAS State Procurement will notify the Apparent Successful Proposer and request that the Apparent Successful Proposer sign a Contract in substantially the form set forth as Attachment 1 to the RFP, and as otherwise successfully negotiated according to relevant RFP provisions and Addenda. If the Apparent Successful Proposer is not able to execute the Contract offered within ten (10) business days of its receipt of the Contract, or such later date as DAS State Procurement may authorize, DAS may make another selection of an Apparent Successful Proposer from the remaining Proposers.

6. DAS will deliver a modified Statement of Work to the top ranked Proposers during the week of January 5, 2003. DAS will effect this delivery via email to each of the four (4) Proposers and will accept responsive submissions via email with digital signature AND signed hard copy via facsimile machine transmission, followed by signed originals delivered via mail or courier service.

Sincerely,

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