



KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner *Pro Tempore*

RFP Amendment 1 Memo

DATE: May 14, 2024
TO: All Potential Bidders
FROM: Rachel Flood

Re: Summary of RFP C003648 Amendment 1 changes.

A. Revisions to RFP

The changes found below are outlined within the amended RFP document as well. Language that has been added is demonstrated by an underline, language that has been deleted is demonstrated by a strikethrough. Only those paragraphs that include changes are excerpted below. Please see the relevant document for complete language.

Note: Certain conforming non-substantive changes, including formatting and grammar, may have been made but not explicitly noted below or in the RFP documents.

1. RFP Timeline, Cover

The RFP Timeline has been replaced as follows:

RFP Timeline	
Action	Date/Time
RFP Release	4/1/2024
1 st Round Questions Deadline	4/22/2024 3:00 PM ET
1 st Round Questions Response	Approximately 4/29/2024
2 nd Round Questions Deadline	5/6/2024 3:00 PM ET <u>5/22/2024 3:00 PM ET</u>
2 nd Round Questions Response	Approximately 5/13/2024 <u>5/29/2024</u>
Bids Due	5/20/2024 3:00 PM ET <u>6/5/2024 3:00 PM ET</u>
Tentative Award	Approximately 7/15/2024 <u>7/30/2024</u>
Contract Start Date	Upon OSC approval

2. Section 1.3 Purpose, Page 8

Our Principles, First Bullet, updated WCAG reference to the latest version.

“Accessibility - WCAG ~~2.1~~ 2.2 AA.”

3. Section 1.4 Minimum Bidder Qualifications, Page 9

Second paragraph; clarified entities that may meet the requirements.

“Bidders may ~~not~~ use subcontractor’s ~~or any other entity’s~~ qualifications to meet these requirements.”

4. Section 1.4.2 Reference Qualifications, Page 9, and Section 3.2.1.3 Minimum Qualifications – References, Page 33

First Paragraph, Fourth Bullet, updated acceptable launch term.

“Launched with a public launch date that occurred within the last ~~four (4)~~ five (5) years.”

5. Section 2.2 General Project Requirements/Deliverable Acceptance, Page 16

First Paragraph, First Bullet, removed hard copy submittal requirement:

“Prior to submitting a final written Deliverable for Acceptance by OPRHP, the Contractor will be required to submit a draft, (~~one (1) hard copy and one (1) electronic copy~~) that will be reviewed by OPRHP, NYS Digital Services and the Contractor.”

6. Section 2.5.2 Development, Page 20

Added reporting requirements to the bulleted list.

- Provide Weekly project status report: this report will detail accomplishments, milestones, activities falling behind schedule, key planned activities, changes in resources, risks, and mitigation plans.
- Provide Monthly project status report: this report will summarize progress, risks, and issues, and offer suggestions for improvement. It will also integrate bi-weekly sprint reports; and
- Provide Final project report: this report will provide an overview of all project deliverables and lessons learned.

7. Section 2.5.6 Browser Capability, Page 21

Reference to NYS Executive Order 26 is deleted and moved to Section 2.5.8 Accessibility Support.

“NYS Executive Order https://www.governor.ny.gov/sites/default/files/atoms/files/EO_26.1.pdf”

8. Section 2.5.8 Accessibility Support, Page 21

Third paragraph added to provide direction regarding NYS Executive Order 26.

“Customer-facing elements of the System must support the languages specified in NYS Executive Order 26, Statewide Language Access Policy

https://www.governor.ny.gov/sites/default/files/atoms/files/EO26_0.pdf

https://www.governor.ny.gov/sites/default/files/atoms/files/EO_26.1.pdf”

9. Section 2.6.3 Quality Assurance (QA) and User Acceptance Testing, Page 23

Fourth paragraph, first bullet, WCAG reference updated to the latest version.

“Web Content Accessibility Guidelines (WCAG) ~~2.1~~ 2.2, AA”

10. Section 2.12 State and Federal Requirements, Page 25

First paragraph, fourth bullet, WCAG reference updated to the latest version.

“Web Content Accessibility Guidelines developed by the World Wide Web Consortium (W3C); ~~2.1~~ 2.2, AA”

11. Section 2.14 Key Personnel, 2. Web Designer(s), Page 27

Sixth bullet, WCAG reference updated to the latest version.

“Implementing accessibility requirements for persons with disabilities at the WCAG ~~2.1~~ 2.2, AA level required for this project.”

12. Section 3.2.1.5 Project Management, Page 34-35

First paragraph, last sentence:

“Usage of Agile methodology is preferred ~~preferred~~ required.”

Second paragraph:

“The Proposer shall propose a deliverable package structure and project approach in accordance with their proposed Project Management methodology, provided that the first deliverable is an updated and comprehensive ~~project plan~~ high level Project Management Plan.”

Third paragraph, Second sentence:

“This summary must contain an overview of the ~~project management plan~~ Project Management Plan, schedule, and approach while highlighting the unique aspects of the Proposer’s response and qualifications.”

Fourth paragraph, Numbers 4 through 9

Where previously stated “should” and “shall” is now replaced with “must” to indicate these elements as required of the Proposal.

4. The Proposer ~~should~~ must outline a Communication plan that will include frequency of regular progress meetings and written status/progress reports; and
5. The Proposer ~~should~~ must describe any innovative project management techniques that they may employ.
6. The Proposer ~~shall~~ must describe any limitation of support and maintenance services.
7. The Proposer ~~should~~ must describe potential risks that may impact project completion and propose mitigation plan.
8. The Proposer ~~should~~ must outline a Quality Assurance plan.
9. The Proposer ~~should~~ must describe Key Performance Indicators (KPIs) and how they will be tracked.

13. Section 3.3.1 Hardcopy Bids, Page 37

Table of submission elements modified to require only one (1) original and one (1) copy in Hardcopy format for Hardcopy Bids.

	Physical Copy of Electronic Submission	Hardcopies	
Administrative Proposal	One (1) Copy in a standard, searchable PDF format on a flash drive.	One (1) Original Two (2) Originals	One (1) Copy Two (2) Copies
Technical Proposal	One (1) Copy in a standard, searchable PDF format on a flash drive.	One (1) Original Two (2) Originals	One (1) Copy Two (2) Copies
Financial Proposal	One (1) Copy in a standard, searchable PDF format on a flash drive.	One (1) Original Two (2) Originals	One (1) Copy Two (2) Copies

14. Section 5.18 Encouraging use of New York State Businesses in Contract Performance, Page 45

Second Paragraph:

~~Each Bidder~~ The tentative awardee must complete and submit Encouraging Use of New York State Businesses in Contract Performance.”

15. Section Attachment 1 – Financial Proposal, Page 101

Column two in the table, Description, Section reference updated with corrected title.

Deliverable 1: “Section 2.3 ~~Information Architecture, Design and Branding~~ Market Analysis and User Research.”

16. Section Exhibit 6, Requirement #14, PDF Page 203

Requirement Column, hyperlink deleted:

~~<https://www.w3.org/TR/WCAG21/>~~

17. Section Exhibit 6, Requirement #21, PDF Page 204

Background:

“Need to handle multiple tag searches. OPRHP will work with the Contractor in developing a ~~taxonomy~~ the taxonomies to be used.”