



KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner *Pro Tempore*

RFP Amendment 2 Memo

DATE: May 30, 2024
TO: All Potential Bidders
FROM: Rachel Flood

Re: Summary of RFP C003648 Amendment 2 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	5/22/2024 3:00 PM ET
2 nd Round Questions Response	Approximately 5/29/2024
Bids Due	6/6/2024 3:00 PM ET
Tentative Award	Approximately 8/01/2024
Contract Start Date	Upon OSC approval

2. Section 2.4.2 Design and Branding, Page 19

Last bullet, modified requirement.

“Allows OPRHP site administrators to update ~~web tool variables~~ website features through the CMS where reasonable.”

3. Section 2.10 Project Support and Maintenance, Page 25

First paragraph, modified accordingly.

“For purposes of section 69.d of Appendix B, OPRHP is exercising its option to have the Contractor provide the Technical Support and Maintenance set forth in the Contract. Notwithstanding the general provisions of section 69.d of Appendix B, the Contractor must provide support and maintenance for the new website during the Contract, including but not limited to”

4. Section 3.2.3.2 Completed Forms Due with Bid, Page 36

First two (2) bullets have been removed.

- ~~Attachment 1 – Financial Proposal~~
- ~~Attachment 3 – References~~

5. 6.14 Payment Requirements, Page 51

Fourth paragraph, first sentence, added language for clarity.

“The Agency pays charges after the services and or/products are provided and does not pay in advance for these services and/or products, with the exception of deliverables 9 and 10 on Attachment 1.”

6. Attachment 1 – Financial Proposal, Page 101

Added a fourth column to the table for Bidders to indicate the days from OSC Approval that the associated Deliverable will be completed.

“Bidder’s Proposed Days until Completion from OSC Approval”

Additional language added.

“Note: The launch of the new website must be completed within one year of OSC approval of the resultant contract of this RFP. Payment for Deliverables 9 and 10 will be made upon successful launch of the website in accordance with the RFP. Payment for these deliverables constitutes a subscription to the service identified in Sections 2.10 and 2.11 for the remaining term of the Contract. All bids must be valid for at least 180 days.”