



RFP NO. 13-200-ACCO

Time, Leave and Attendance Solution

AMENDMENT NO. ONE (1)

March 8, 2013

DES Request for Proposals (RFP) No. 13-200-ACCO is amended as follows:

RFP, Section 2, Key Events and Dates, Table 5 is revised as follows (edits in **RED**):

Date and Time	Event
Tuesday, February 26, 2013	Request for Proposals issued.
Friday, March 8, 2013	Deadline for registration for the mandatory Bidders Conference.
Thursday, March 14, 2013	Deadline for pre-submitting questions to be addressed at the Bidders Conference. Any questions received in writing on or before March 14, 2013 will be addressed during the mandatory Bidders Conference. Questions received after March 14, 2013 may be addressed during the Bidders Conference or thereafter, at the discretion of DES.
Monday, March 18, 2013, 3:00 PM Pacific Time	Deadline to request WebEx information for the Bidders Conference for interested parties (non-Prime Bidders), and Prime Bidders that have registered but wish to add representatives.
Tuesday, March 19, 2013, 2:00 – 5:00 PM, Pacific Time	Bidders Conference to be held at DES' 1500 Jefferson location. <u>In-person attendance at the Bidders Conference is mandatory for all Prime Bidders.</u> Prime Bidders must send at least one (1), but not more than three (3), in-person representative(s) to the Bidders Conference (additional Prime Bidder personnel can participate by WebEx). WebEx conferencing will be made available to any subcontracting firms and other interested companies or participants. See Section 3.7 for more details on the mandatory Bidders Conference.
Tuesday, March 19, 2013, 3:00 PM, Pacific Time	Prime Bidder questions due. See Section 3.8 for more details on Prime Bidder questions.

Date and Time	Event
Friday Tuesday , March 22 26 , 2013, 3:00 PM, Pacific Time	Prime Bidder complaints due. See Section 3.9 for more details on Prime Bidder complaints.
Tuesday, March 26, 2013	DES Response to questions and complaints issued.
Tuesday, April 2, 2013, 3:00 PM, Pacific Time	<u>Prime Bidder Proposals due.</u>
Wednesday, April 3, 2013	Stage 1 evaluation begins – Minimum, Mission Critical and Prime Bidder Requirements.
Wednesday, April 10, 2013	The RFP Coordinator will notify all Prime Bidders who will and will not move forward to Stage 2 (a) , which includes evaluation of Prime Bidder's response to and reviews of the Business and Technical Requirements, Issues List Response and Price Proposal.
Thursday, April 11, 2013	Stage 2 (a) evaluation begins – Business and Technical Requirements, Issues List Response, and Price Proposal.
Tuesday, April 23, 2013	The RFP Coordinator will notify all Prime Bidders who will and will not move forward to Stage 2 (b) – In-Person Oral Interviews. Prime Bidders selected for Stage 2 (b) will be notified of their assigned interview date.
Tuesday, April 23, 2013	Release Demonstration Materials. See Section 9.4 .
Friday, May 3 – Thursday, May 9, 2013	Stage 2 (b) – Oral Interviews.
Tuesday, May 7, 2013	Delivery of Non-Supported Requirements List. See Section 9.4.1.
Friday, May 10, 2013	The RFP Coordinator will notify all Prime Bidders who will and will not move forward to Stage 3 – Product Demonstrations. DES anticipates between two (2) and three (3) Prime Bidders will be selected for Stage 3 . Prime Bidders selected for Stage 3 will be notified of their assigned product demonstration date and will receive any revised Demonstration Materials in stages so that all Prime Bidders have the same amount of time to prepare for their demonstration session.
Tuesday, May 14 – Thursday, May 23, 2013	Stage 3 – Product Demonstrations.
Tuesday, May 28, 2013	The RFP Coordinator will notify all Prime Bidders who will and will not move forward to Stage 4 – Implementation Planning Workshops (IPS) and contract negotiations.
Monday, June 3, 2013	Stage 4 – Implementation Planning Study (IPS) Workshops begin.
Monday, June 17, 2013	Stage 4 – Contract negotiations begins.
Monday, June 24, 2013	Stage 4 – IPS complete.

Date and Time	Event
June – July 2013 (TBD)	Contract negotiations complete. One or both Stage 4 Prime Bidders signs the contract.
Friday, July 19, 2013	RFP Coordinator will announce Apparently Successful Vendor (ASV).
Thursday, July 25 – Monday, July 29, 2013	Conduct optional debrief conferences with unsuccessful Prime Bidders.
Tuesday, August 6, 2013	Estimated contract execution by DES.
August 2013 (TBD)	Commence TLA Solution Project.

Attachment C, Prime Bidder Requirements Response Sheet, Section 4.3.1, General Information, is revised to update the RFP section reference as follows:

- G.** Identify if Prime Bidder has developed a Diverse Business Inclusion Plan as set forth in **Section ~~3-4~~ 3.13, Diversity Participation**. If the Prime Bidder has a Plan, **attach the plan** to this response sheet. If not applicable, so indicate.

ALL OTHER TERMS AND CONDITIONS OF DES RFP NO. 13-200-ACCO REMAIN IN FULL FORCE AND EFFECT.