

**AMENDMENT
FOR
RFP NUMBER 0A02001**

DATE AMENDMENT ISSUED: 6/21/01

The state of Ohio, through the Department of Administrative Services, Computer Services Division, for the Office of Budget and Management (OBM) and the Department of Administrative Service is issuing this amendment for the Request for Proposals entitled:

Change Management Coordinator for the OAKS Project

DATE RFP ISSUED:	June 11, 2001
OPENING DATE:	July 10, 2001
OPENING TIME:	11:00 A.M.
OPENING LOCATION:	Department of Administrative Services Computer Services Division Bid Room 30 East Broad Street, 40th Floor Columbus, Ohio 43215

The attached page(s) represent the Request for Proposals (RFP) amendment for the RFP listed above. Please use replacement pages contained in this document to replace the page(s) previously issued by the State.

Specifications and requirements that have been revised are indicated with strikethroughs and/or bold type.

ATTACHMENT TWO: REQUIREMENTS FOR PROPOSALS

Proposal Format. Each Proposal must include sufficient data to allow the evaluation committee to verify the total cost for the candidate the Contractor will supply to do the Work and all of the offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered.

Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following:

- Cover Letter
- ~~Offeror Profile~~
- ~~Offeror Experience~~
- Personnel Profile Summaries
- Change Management Scenario Approach
- Sample Change Management Plan
- Contract Performance
- Cost Summary
- Time Commitment
- Interview Commitment Statement
- Conflict of Interest
- Payment Address
- Proof of Insurance
- Signed Contract
- W-9 Form

Cover Letter. The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the offeror. The letter must also have the following:

- a. A statement regarding the offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business;
- b. A list of the people who prepared the Proposal, including their titles;
- c. The name, phone number, and fax number of a contact person who has authority to answer questions regarding the Proposal, and schedule dates for any interviews;
- d. A statement that the offeror's Proposal meets all the requirements of this RFP.

Personnel Profile Summaries. The offeror must propose a candidate that meets all the requirements in this RFP, as demonstrated through the personnel profile summary forms provided in Attachment Seven. Additionally, the candidate may have mandatory requirements listed in this RFP that the candidate must meet.

The candidate proposed must meet the mandatory technical experience for the candidate's position and be identified by name. If the candidate does not meet the minimum requirements for the position the candidate has been proposed to fill, the offeror's Proposal may be rejected as non-responsive. The various sections of the form are described below.

ATTACHMENT SEVEN: PERSONNEL PROFILE SUMMARY FORMS

The ~~candidate~~ **offeror** must include three references for which the ~~offeror~~ **candidate** has successfully provided services on projects that are similar in nature, size and scope to the project proposed. These references must relate to work that was completed within the past five (5) years.

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided by the candidate:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided by the candidate:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided by the candidate:		