

## **Addendum E**

### **Request for Proposal: Infrastructure as a Service Request for MRM Consortium**

**August 12, 2015**

#### **1. Introduction**

This addendum is issued to modify the RFP document previously issued on April 20, 2015. Specific changes were made to the schedule. **Changes to the RFP are in red.**

**Bidders please note the following:** A bidder will not be penalized on evaluation scoring provided all exceptions to the Terms and Conditions are acknowledged and addressed with alternate substitution language in their proposal. Exceptions will be negotiated during the contracting phase. We shall review and evaluate all responses including expressed concerns and alternate approaches and solutions submitted given they are substantiated and justified in the bidder's proposal."

#### **2. Schedule Changes**

##### **Cover**

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##### **Circulation Date**

April 20, 2015

##### **Bidders Webinar/Teleconference**

July 29, 2015 – 3:00 PM EDT

<http://naswa.webex.com>

Keyword Search: "RFP"

Click "Register"

##### **Proposal Submission Date**

**September 14, 2015; 5:00 PM EDT**

[rfp\\_responses@itsc.org](mailto:rfp_responses@itsc.org)

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#### **IV. PROPOSAL FORMAT AND TIMELINE**

##### **A. FORMAT**

Proposals shall be received on or before the proposal deadline of **September 14, 2015**, at 5:00 PM Eastern. The bidder will then receive a confirmation receipt within 24 hours of their submission. Responses will be sent to the email address of the sender along with any additional email addresses included in the submittal.

Please ensure that the submittal is in PDF format. All proposals must be submitted electronically to the following email address: [rfp\\_responses@itsc.org](mailto:rfp_responses@itsc.org). **Late proposals will not be accepted.** It is the responsibility of Bidder to ensure that its proposal is received by NASWA/ITSC, on or before this deadline.

The Bidder should submit a reasonably concise response that fully illustrates its proposed Solution. Therefore, Bidder shall make every effort to limit its full RFP response to 200 pages or less.

Bidders shall respond to every item listed within Section 4 – Bidder Response Format and label its proposal with the corresponding number for each question or request for information.

**B. TIMELINE**

The following RFP Schedule of Events represents ITSC’s best estimate for this RFP.

<b>EVENT</b>	<b>TIME (EST)</b>	<b>DATE</b> <b>(all dates are business days)</b>
1. RFP Issued		April 20, 2015
2. Pre-proposal Webinar	2:00 p.m.	June 29, 2015
3. Written “Questions & Comments” Deadline	5:00 p.m.	July 17, 2015
4. Response to Written “Questions & Comments”		May 29, 2015
5. Proposal Deadline	5:00 p.m.	<b>September 14, 2015</b>
6. Completion of Technical Proposal and Oral Presentation Evaluations		TBD
7. Opening & Scoring of Cost Proposals		TBD
8. Best and Final Round		TBD
9. Evaluation Notice Released		TBD
10. Contract Negotiations Deadline		TBD
11. Contractor Contract Signature Deadline		TBD

**NASWA/ITSC reserves the right, at its sole discretion, to adjust the RFP Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute an RFP amendment, and ITSC will communicate such to potential Bidders from whom ITSC has received a Notice of Intent to Propose.

**C. GUIDELINES FOR QUESTIONS AND COMMENTS**

All questions pertaining to this RFP must be submitted via e-mail to [rfp\\_responses@itsc.org](mailto:rfp_responses@itsc.org), by 5:00 PM EST on July 10, 2015. Questions submitted after this date and time will not be considered. The consolidated questions and answers will be posted under the MRM IaaS RFP link on the landing page of [www.itsc.org](http://www.itsc.org). Only answers transmitted in this manner will be considered official and valid.