**Amendment #01**

**Human Services Department**

**REQUEST FOR PROPOSALS (RFP)**

**ASPEN IT Enhancement and Support Services**

**RFP # 22-630-4000-0006**

Logo, company name

Description automatically generated

Amendment Date: 05/20/2022

RFP Release Date: 04/07/2022

Proposal Due Date: 06/21/2022

### This Amendment No. 01 serves to modify the following section on the specified page of the RFP:

Change on page: 11-12

From:

**II. CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

1. **SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** | **Due Dates** |
| 1. Issue RFP | Agency | 4/7/2022 |
| 2. Acknowledgement of Receipt Form | Potential Offerors | 4/20/2022 |
| 3. Pre-Proposal Conference | Agency | 4/20/2022 |
| 4. Deadline to submit  Written Questions | Potential Offerors | 4/22/2022 |
| 5. Response to Written  Questions | Procurement Manager | 5/5/2022 |
| 6. Submission of Proposal | Potential Offerors | 6/6/2022 |
| 7.\* Proposal Evaluation | Evaluation Committee | 6/7/2022 - 6/24/2022 |
| 8.\* Selection of Finalists | Evaluation Committee | 6/24/2022 |
| 9.\* Best and Final Offers | Finalist Offerors | 7/6/2022 |
| 10 \* Oral Presentation(s) | Finalist Offerors | 7/12/2022 – 7/14/2022 |
| 11.\* Finalize Contractual Agreements | Agency/Finalist Offerors | 12/8/2022 |
| 12.\* Contract Awards | Agency/ Finalist Offerors | 12/15/2022 |
| 13.\* Protest Deadline | Agency | +15 days after notification of award |

\*Dates indicated in Events 7 through 13 are estimates only and may be subject to change without necessitating an amendment to the RFP.

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Page 35-36

From:

**V. EVALUATION**

1. **EVALUATION FACTORS**

Responses will be scored on a point system with one-thousand (1,000) total points  
including orals. Offerors with the highest total points prior to oral presentations will be  
considered Finalists. The number of Finalist Offerors will be determined at the  
discretion of the Evaluation Committee. Finalists will be asked to provide an Oral  
Presentation with a possible score of one hundred (100) points. The award for this  
contract will go to the Finalist deemed to be the most advantageous and to offer the best  
value to the State for this work.

To:

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discretion of the Evaluation Committee. Finalists will be asked to provide an Oral  
Presentation with a possible score of fifty (50) points. The award for this  
contract will go to the Finalist deemed to be the most advantageous and to offer the best  
value to the State for this work.