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| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |  |  |

**March 13, 2019**

**Request for Proposals (RFP) 18-104 Financial Institution Data Match (FIDM) Services**

**Amendment #1**

To All Potential Bidders:

The Department is issuing Amendment #1 to amend language in the following sections:

* Schedule of Events

(Revising Page 4 of the published document titled “RFP 18-104 Financial Institution Data Match Services”)

* Attachment D, Implementation Plan Response Form

(Revising Page 38 of the published document titled “RFP18-104 Attachments”)

Corrected pages are attached to this document. All deletions are shown as strikethrough text and additions are made in red text.

All other requirements and conditions remain as indicated in the RFP.

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# Schedule of Events

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| Issuance of RFP | March 7, 2019 |
| Deadline for Filing Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines Form (**Attachment 2**) | March 21, 2019 |
| Deadline for Submission of Questions | March 21, 2019 |
| Department Response to Bidder Questions | March 28, 2019 |
| Deadline for Notification of Intent to Bid | April 9, 2019 |
| Proposals Due | April 18, 2019By 2:00 PM ET |
| Notification of Intent to Award | May 2, 2019 |
| Deadline for Contract Signature | May 14, 2019 |
| Anticipated Contract Start Date | August 1, 2019 |

**Attachment D – Implementation Plan Response Form**

The Bidder should submit a comprehensive Preliminary Implementation Plan, as stated in **Section 3.2**, detailing how it will develop and implement the FIDM services, meeting the objectives outlined below.

As a part of their Preliminary Implementation Plan, the Bidder should submit a timeline assuming a project start date of ~~June~~ August 1, 2019 and completion within ~~four~~ six months after the approval of a contract by OSC. The Preliminary Implementation Plan should identify major activities, and should include the following milestones:

* + Delivery of the Final Comprehensive Implementation Plan;
	+ Completion of the development of the FIDM services;
	+ Completion of the testing and acceptance of the FIDM services; and
	+ Operational implementation of the FIDM services.

The Preliminary Implementation Plan should demonstrate the Bidder’s ability to:

* Work within the project schedule, achieve milestones, and provide deliverables in a timely manner;
* Communicate with the DTF Project Manager regarding changes or issues that may arise during the execution of Services;
* Communicate with the OITS Project Manager regarding any technical issues that may arise during the execution of Services; and
* Resolve problems which impact the delivery of services. Bidder should describe the process and procedures in place for notifying DTF of issues encountered with the production system. This description should include the method of notification, identify personnel (roles) involved in the notification, coordination of the resolution, and implementation of the changes needed to resolve the problem.

***(Attach additional pages as necessary to fulfill the narrative response requirement)***