

STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
WASHINGTON STATE LIBRARY DIVISION

RFP 24-09

WASHINGTON STATE PUBLIC LIBRARIES SURVEY COLLECTION INSTRUMENT

AMENDMENT NO. 1

(July 19, 2024)

SUMMARY

This Amendment No. 1 to RFP 24-09 provides notice of the current availability of certain documents originally attached to the solicitation as Exhibits B and C that were inaccessible due to technical difficulties, and also amends: (1) the Proposal Due Date; (2) the Period of Performance; (3) the Estimated Schedule of Procurement Activities; and (4) the Migration completion date. Please also note that the references to the RFP document and date of issuance on Exhibit A-1 and Exhibit A-2 should be RFP 24-09 and July 8, 2024.

PROPOSAL DUE DATE: August 29, 2024

The proposal due date is changed from August 22, 2024 to August 29, 2024. Proposals must be received on the due date no later than 4:00pm Pacific Time. Please note this change in the estimated schedule of procurement activities below, as well as in Section 2.5 of this solicitation:

2.5 SUBMISSION OF PROPOSALS

Contractors are required to submit an electronic copy of their proposal. The proposal must be received by the OSOS no later than 4:00p.m. Pacific Time on **August 29, 2024**. Attachments to the email must be in Microsoft Word, Microsoft Excel or Adobe PDF format. The proposal is to be sent to the RFP Coordinator at the email address noted in section 2.1. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of OSOS. The Contractor's proposal must respond to all solicitation requirements. Do not respond by referencing material presented elsewhere. The emailed proposal shall be considered complete and stand on its own merits. Failure to respond to any portions may result in rejection of the proposal as non-responsive. Include the Contractor's contact information, including name, title, email, and telephone number.

The Apparent Successful Contractor will be expected to enter into a contract which is substantially the same as the Contract attached as Exhibit B. In no event is a Contractor to submit its own standard contract terms and conditions in response to this solicitation. Contractors may submit exceptions as allowed in Exhibit A-1 – Contractor’s Certification. All exceptions to the contract terms and conditions must be submitted as an attachment to Exhibit A-1 – Contractor’s Certification. OSOS will review requested exceptions and accept or reject the same at its sole discretion.

1.4 PERIOD OF PERFORMANCE

The period of performance for the contract resulting from this solicitation will begin on **October 7, 2024** and will continue through October 31, 2025. OSOS reserves the right, at its option, to extend the contract for up to four (4) additional one-year periods. Any extension will be subject to mutual agreement between OSOS and the Contractor. The total contract term may not exceed five (5) years.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue RFP	July 8, 2024
Question and Answer (Q&A) Period	July 9 – August 2, 2024
Preproposal Conference	July 15, 2024
Publish Q&As from Preproposal Conference on WEBS and OSOS website	July 22, 2024
Last Date for Questions	August 5, 2024
Publish complete list of Q&As on WEBS and OSOS website	August 7, 2024
Last Amendment to RFP	August 20, 2024
Last Date for Complaint	August 22, 2024
Proposals Due	August 29, 2024
Evaluate Written Proposals	August 30 – September 15, 2024

View Demos	September 16 – September 22, 2024
Final Evaluation	September 23 – September 25, 2024
Announce Apparent Successful Bidder (ASB) and Notify Unsuccessful Contractors	September 26, 2024
Hold Debriefing Conferences	See Section 4.10
Protest	See Section 4.10
Negotiate Contract	September 27 – October 6, 2024
Begin Contract Work	October 7, 2024

OSOS reserves the right to revise the above schedule.

MIGRATION COMPLETION DATE: March 1, 2025

The migration completion date as stated in the subsection titled Migration in Section 3. PROPOSAL CONTENTS of the solicitation is changed from November 1, 2024 to March 1, 2025:

Migration

Any new Contractor must commit to the following for the 2024 Public Libraries Survey:

- Must migrate historic survey data from 2000 to the present, for any current public library;
- Must complete migration by **March 1, 2025**;
- Please provide details about the migration process, including how long it will take, any required work by the State Library or public libraries, and steps for troubleshooting and correction post-migration.