

Request for Offers (RFO) Addendum

RFO Number: RFO0025

Addendum Number: 1

Date of Addendum: 12/15/14

Original Due Date, Time: 8 weeks after posted date (January 16, 2015) 4:00 pm CT

Revised Date, Time (if changing): 10 weeks after posted date (January 30, 2015) 4:00 pm CT

Title: WIC EBT Electronic Benefit Transfer Planning Project

SCOPE OF ADDENDUM

The following are changes to the RFO:

Responses to questions received:

1. Will the State consider respondents who have only two years of WIC Information Systems EBT planning experience but multiple years of other WIC/SNAP/TANF planning experience including EBT and SAM experience? (Page 10, Required Skills, bullet three)

A-: The RFO Required Skills section, bullet 3, Page 10 indicates that similar experience qualifies. The State will need to assess the similar experience based upon the response to this RFO.

2. Will the State consider respondents whose project manager has two years experience with WIC EBT, but has only written one approved WIC EBT IAPD? The project manager and project team have experience writing other IAPDs for various health and human service programs. (Page 10, Required Skills, bullet five)

A-: The RFO Required Skills section, bullet 3, Page 10 indicates that similar experience qualifies. The State will need to assess the similar experience based upon the response to this RFO.

3. Page 10, Process Schedule – Will the State provide the exact due date for proposal submission and answers to questions?

A-The due date has been revised to 01/30/2015 as indicated in this RFO Addendum.

4. Page 10, Process Schedule – There are a number of WIC EBT Request for Proposals out for response that are due within the same general timeframe as the Minnesota WIC EBT Planning RFO. Combined with the holiday season this high number of

opportunities could constrain bidders' ability to prepare a quality response within your current schedule. Will the State consider extending the due date for submission to February 1, 2015?

A- The due date has been revised to 01/30/2015 as indicated in this RFO Addendum.

5. Page 14, Proposal Submission Instructions - Does the State have any preference of electronic media for submitting the RFO response e.g., MS Word, PDF

A- Please submit in MS Word and PDF formats.

6. Can the State confirm (or correct) the following calendar dates corresponding to the intervals stated in the "Process Schedule" (on page 10):

A-The calendar dates are revised as follows:

Deadline for Questions	2 weeks after posted post = 12/05/14
Anticipated Posted Response to Questions	4 weeks after posted date = 12/19/14
Proposals due	10 weeks after posted date = 01/30/15
Anticipated proposal evaluation begins	10 weeks after posted date = 01/30/15
Anticipated proposal decision	14 weeks after posted date = 02/27/15

7. Assuming the above dates are correct, would the State consider extending the proposal due date 2-3 weeks, given the holiday season and high number of other similar RFPs that have been issued during this period?

A- The due date has been revised to 01/30/2015 as indicated in this RFO Addendum.

8. Will the State provide software and other facilities required for the various webinars referenced in the RFO, or will the contractor have to provide it? Does the State have a preference of webinar software?

A- The State can provide the webinar software.

9. Can the meetings with Local Agencies (4.a.iii) and vendors (4.b.i. and ii.) specified in requirements for the Stakeholder Engagement Plan be via webinar, or must they be face-to face?

A-The State prefers the meetings be held face-to-face.

10. The RFO references (in "Project Environment" on page 10) the "rare occasion" that physical contractor on site presence will be required. Aside from the Kickoff meeting, what expectation of on-site presence (either in terms of percentage of time, specific activities, etc.) does the State have?

A-The responder should budget for up to four on-site, 1-2 day meetings in Minnesota. This includes the kick-off, and meetings with the Local Agency Advisory Group and the Vendor Advisory Group.

11. Is there an incumbent for this work?

A-No

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: