STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, Washington 98430-5000

AMENDMENT ONE (1)

REFERENCE: RFP23-019
TITLE: Cloud-Based Project Management Software
DATE ISSUED: 10/25/2022

The purpose of this amendment is to extend the deadline for submitting proposals, amend the scope of work regarding working with the Federal Government & Department of Defense, and add a criteria checklist, Attachment E. Changes are highlighted in gray.

1) Amend the important dates in Section 1 as follows:

Item	Date
RFP Posting Date:	Tuesday, October 11, 2022
RFP Questions Deadline:	Tuesday, October 18, 2022
RFP Questions' Responses Posted:	Tuesday, October 25, 2022
Deadline for Submitting Proposals:	**Monday, November 28, 2022, by 4:30 PM PST**
Anticipated Announcement of Apparent Successful Bidder:	December 7, 2022
Contract ends:	Initial term ends one year after contract execution date.

2) Amend Section 2.2, Scope of Work of the Procurement, as follows:

WMD is looking to acquire and employ a commercial off the shelf (COTS) cloud-based software solution to automate its project management program. The comprehensive project management solution should effectively manage (according to industry best practices) the following:

- Project life-cycle
- Project resource allocations
- Project budgets
- Project risks
- Project communications.

The software solution should meet the following criteria:

- Scalable cloud-ready solution
- Mobile access
- Budget tracking
  - Estimating costs
  - Multiple funding sources tracked separately
  - Modification and change order cost tracking

- – Self-updating cost estimating database
- Schedule tracking: projects, sub-projects, and tasks
- Central repository: ability to manage multiple portfolios separately with roll-up feature for an organization view.
- Document management
- Ability to perform "if-then" analysis by portfolio
- Track projects from ideation to conclusion
- Project prioritization
- Flexibility for a range of project types; e.g., design-build and design-bid-build
- Allow for sub-projects to major projects
- Track post-project evaluation and lessons-learned data
- Allow for team collaboration (internal and external users)
- Resource capacity planning/tracking
- Real-time status reporting
- Real-time status dashboard
- Automation of repeatable project and tasks
- Configurable project templates
- Inclusion of geospatial data for each project or sub-project
- User-friendly communication through the application or easy downloads to e-mail for communication purposes
- Compatibility with Office 365 (Outlook, Word, Excel, SharePoint, etc.)
- Flexible so users for small projects do not find it burdensome while users for large construction projects will find it comprehensive enough
- Ability to include photos and documents to each project and sub-project
- Ability to link to any post-project digital files; e.g., as-built drawings and manuals
- Report and chart generation
- E-mail reminders when due dates are approaching
- Approval workflow
  - – Project approval hierarchy
  - – Authorization approval levels
  - – In-turn approval routing
- In-system communication capability
- Task assignment and editing capabilities
- Asset life-cycle management

Other Requirements:

- Training on the software, either virtual or in-person at Camp Murray, is a requirement. Please include a training plan in your proposal.
- The contractor must be able to work in the United States, specifically the State of Washington.
- Data must be stored in the United States.
- Demos on the software must be available upon request from the WMD prior to contract execution.

- The exact number of users is to be determined. If pricing is based off users, please include the per user price. Please include if there is a difference between users who have edit capabilities and those who have view only permissions.

3) Amend Section 3.3, Proposal Submittal Checklist – Required Proposal Submittals as follows:

This section identifies the proposal submittals that must be provided to WMD to constitute a responsive proposal. The checklist provided below includes all of the documentation that must be submitted to be considered a complete proposal. Proposals that do not include the submittals identified below may be rejected as nonresponsive. In addition, a bidder's failure to complete any submittal as instructed may result in the proposal being rejected. The submittals must be delivered electronically as set forth below.

Bidders must identify each of the submittals and any supplemental materials with Bidder's name and the following naming convention:

☐ **ATTACHMENT A2 – BIDDER'S CERTIFICATION**
Complete the certification (insert name of bidder, date, and sign), attach to the proposal and submit to the Washington Military Department.

☐ **ATTACHMENT A3 – BIDDER'S PROFILE**
This document is required information for contract administration purposes. Complete as instructed and submit with the proposal to the Washington Military Department.

☐ **ATTACHMENT B2 – CONTRACT ISSUES LIST (IF APPLICABLE)**
If Bidder has any business concerns related to Attachment B1 – Proposed Contract, Bidder will need to complete Attachment B2 – Contract Issues List template and include with the proposal to the Washington Military Department.

☐ **BIDDER'S RFP23-019 TECHNICAL AND COST PROPOSALS**
Technical proposals shall address the Scope of Work, include qualifications, and resumes of key personnel, a project list of previous projects of similar or like experience, the criteria checklist (Attachment E), and at least three (3) professional references.

4) Amend Attachment A1, Bidder's Responsiveness Checklist, as follows:

BIDDER'S RESPONSIVENESS CHECKLIST

___ Proposal was submitted on or before, 4:30PM PST, on November 28, 2022.

If NO, stop here as the Proposal is immediately non-responsive.

___ Bidder provided all required attachments:

      ___ Attachment A2 – Bidder's Certification

      ___ Attachment A3 – Bidder Profile

      ___ Attachment B2 – Contract Issues List (if applicable)

      ___ Bidder's RFP23-019 Technical and Cost Proposals including:
- Qualifications & resumes of key personnel
- Project list of previous projects of similar experience
- Minimum of three (3) professional references
- Criteria Checklist, Attachment E
- Cost Proposal

___ Proposal demonstrates that the Bidder is capable/responsible to provide the services.

___ Bidder's Certification and Proposal were signed by an individual authorized to bind the Bidder to a contractual relationship.

Notes:

5) Add Attachment E, Criteria Checklist

The software solution should meet the following criteria:

	Scalable cloud-ready solution
	Mobile access
	Budget tracking – estimating costs
	Budget tracking – multiple funding sources tracked separately
	Budget tracking – Modification and change order cost tracking
	Budget tracking – Self-updating cost estimating database
	Schedule tracking – projects
	Schedule tracking – sub-projects
	Schedule tracking – tasks
	Central repository – ability to manage multiple portfolios separately with roll-up feature for an organization view.
	Document management
	Ability to perform "if-then" analysis by portfolio
	Track projects from ideation to conclusion
	Project prioritization
	Flexibility for a range of project types; e.g., design-build and design-bid-build
	Allow for sub-projects to major projects
	Track post-project evaluation and lessons learned data
	Allow for team collaboration (internal and external users)
	Resource capacity planning/tracking
	Real-time status reporting
	Real-time status dashboard
	Automation of repeatable projects and tasks
	Configurable project templates
	Inclusion of geospatial data for each project or sub-project
	User-friendly communication through the application or easy downloads to e-mail for communication purposes
	Compatibility with Office 365 (Outlook, Word, Excel, SharePoint, etc.)

	Flexible so users for small projects do not find it burdensome while users for large construction projects will find it comprehensive enough
	Ability to include photos and documents to each project and sub-project
	Ability to link to any post-project digital files; e.g., as-built drawings and manuals
	Report and chart generation
	E-mail reminders when due dates are approaching
	Approval workflow – project approval hierarchy
	Approval workflow – Authorization approval levels
	Approval workflow – in-turn approval routing
	In-system communication capability
	Task assignment and editing capabilities
	Asset life-cycle management

Other Requirements:

	Training on the software, either virtual or in-person at Camp Murray is a requirement. Please include a training plan in your proposal.
	The contractor must be able to work in the United States, specifically the State of Washington.
	Data must be stored in the United States.

Contractor: _____

_____   _____
(date)   (electronic signature)