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1. Pre-Offer Conference

Add that Offerors are strongly encouraged to attend.

A Pre-Offer Conference will be held at the time and place indicated in the solicitation's 'Pre-Bid Conference' field as found within the State's e-Procurement system, ProcureAZ (<https://procure.az.gov>); attendance is not required. The purpose of the conference will be to clarify the contents of the solicitation in order to prevent any misunderstanding of the State of Arizona's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to the State at the conference. The State of Arizona will then determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. Oral statements or instructions will not constitute an amendment to the solicitation.

Inquiries

Add that Clarification questions should be received 7 days before RFP due date.

Any questions related to this Request For Proposal shall be directed to Lupita Gomez at Lupita.Gomez@azed.gov or submitted through the ProcureAZ website using the Q & A Tab associated with this solicitation. The Offeror shall not contact or ask questions of the Department for which the requirement is being procured. Any correspondence related to a solicitation should refer to the appropriate solicitation number, page and paragraph number.

3. Electronic Documents

This solicitation document is provided in an electronic format. Any unidentified alteration or modification to any solicitation documents, to any attachments, exhibits, forms, charts or illustrations contained herein shall be null and void. In those instances where modifications are identified, the original document published by the State shall take precedence. As provided in the Uniform Instructions to Offerors, Offerors are responsible for clearly identifying any and all changes or modifications to any solicitation document upon submission to the State.

Correction:

3.1 Submission Required in ProcureAZ

Our 2 spreadsheets are:

- 1) Scope of Work
- 2) Annual Cost Proposal

The Offer shall be submitted in an acceptable format, as described herein, using the State's online eProcurement application ProcureAZ at <https://procure.az.gov>. This includes the submission of two (2) Microsoft Excel files, one for functional requirements responses and another for general technical requirements responses as described in this Section's Paragraph Five (5). Submission of offers by means other than the ProcureAZ system will not be accepted. Prospective Offerors with questions in this regard shall contact the Procurement Officer prior to the Solicitation's due date and time.

Delete reference to paragraph 5.

To submit an Offer, Offerors must register in the ProcureAZ system. Offerors requiring assistance in the registration process or in navigating the ProcureAZ system may call the Help Desk at 602-542-7600.

3.2 Acceptable Formats

Add note that RFP forms provided to offerors as an Excel spreadsheet

Offeror's electronic files shall be submitted in a format acceptable to the State. Acceptable formats include .doc and .docx (Microsoft Word document), .xls and .xlsx (Microsoft Excel spreadsheet), .mpp (Microsoft Project) and .pdf (Adobe Acrobat portable document format). Prospective Offerors that wish to submit attachments in other formats shall submit an inquiry to the Procurement Officer.

Must be returned as .xls or .xlsx format.

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4. Confidential Information

If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Officer shall be so advised in writing or through use of the Confidentiality feature within ProcureAZ (Price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.A.C. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the 'Protest' provision as noted in A.R.S. §§41-2611 through 41-2616.

All proposals will be made available for public inspection after the award is made; except to the extent that, pursuant to the provisions of the Arizona School ADE Procurements Rules A.A.C. Rules R2-7-2001, et seq., the Offeror has designated certain information to remain confidential and the State Agency concurs that the information should remain confidential.

If an Offeror believes that data contained in their proposal contains trade secrets or other proprietary information, and should remain confidential and not be disclosed, a statement advising the State Agency of this fact shall accompany the respective document or documents, and such information shall be specifically identified wherever it appears.

NOTE: PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NON-RESPONSIVE.

5. Access and Respond to Software Requirements

1.1 RESPONDING TO FUNCTIONAL SPECIFICATIONS AND REQUIREMENTS

The functional specifications and requirements are identified in the attached Excel file "ADE IST Scope of Work". Offeror must respond to these requirements while adhering to the following rules:

- 1.1.1 Complete all worksheets using the codes and directions indicated on the Instructions tab
- 1.1.2 Include narrative descriptions in the Comments column for each requirement
- 1.1.3 Any requirements not rated will be considered a "No"
- 1.1.4 Any requirements that do not include a detailed explanation in the Comments column will be considered a "No"
- 1.1.5 Any deviation from the response codes will be re-coded at the discretion of the state.
- 1.1.6 Costs associated with "C2" or "UD" responses should be clearly shown in the Comments column and must be included in the Annual Proposal Cost Form along with the planned completion date.
- 1.1.7 All responses entered as "C2", or "UD" will be rescored as an "N" unless Comments clearly demonstrate that the activities can be completed in the project timeframe.
- 1.1.8 A significant point penalty or a disqualification will be invoked if an Offeror misrepresents his product's functionality in the Scope of Work requirements assessment or in any other part of this RFP.

1.1.9 In the main RFP narrative document, include screenshots of the proposed solution with a narrative of process flow and functionality. These additional details should be referenced in the Comments column for each requirement

1.1.10 Return completed spreadsheet in an Excel file format

Each requirement in the "ADE IST Scope of Work" has been assigned a priority. The priorities are defined below:

1.1.11 R – Required: These items are required and will carry the most weight in scoring

1.1.12 C – Critical: Essential to the product and scored highly

1.1.13 H – High: Very desirable

1.1.14 M – Medium: Nice to have, worth fewer points

1.1.15 L – Low: Nice to have, worth the least amount of points

The phase that each requirement is expected to be included in has been identified in the "ADE IST Scope of Work". The phases are defined below:

1.1.16 1 – Go live by July 1, 2013

1.1.17 2 – Go live by December 31, 2013

1.1.18 3 – Go live by July 1, 2014

The "ADE IST Scope of Work" includes the worksheets listed below.

1.1.19 Instructions – Offeror is required to read and follow the instructions on this worksheet to populate the remainder of the document.

1.1.20 Instructional Support Tools – This worksheet contains the functional requirements for the Instructional Support Tools, Offeror is required to respond to each according to the instructions

1.1.21 System Capabilities – This worksheet contains the non-functional, technical requirements for the Instructional Support Tools, Offeror is required to respond to each according to the instructions.

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6. Proposal Page Layout

This section contains instructions to Offerors on how to prepare their written responses to this RFP. If any relevant and material information is not provided, the offer may be rejected from consideration and evaluation. Proposals will be considered and evaluated based upon the Offeror's full completion and response to the following, and any additional requirements herein, or stated in a separate Exhibit. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

6.1 Content and Organization Requirements

The following requirements must be followed in the Offeror response to this RFP.

6.1.1 Offerors are **Strongly Encouraged** to attend the Vendor Conference.

6.1.2 ASET Requirements: Offeror shall propose a solution to meet all policies and standards for network, security, platform, software/application, and/or data/information as defined in Arizona Strategic Enterprise Technology's (ASET) statewide IT Policies, Standards and Procedures (PSP). Refer to <http://aset.azdoa.gov/security/policies-standards-and-procedures>. (See Section 5.11),

6.1.3 Offerors must furnish all information requested; if a table or spreadsheet is provided for response the Offeror shall furnish said information in the table or spreadsheet provided. Spreadsheets must be provided as an Excel document. Further, if required elsewhere in this proposal, each Offeror must submit with their proposal sketches, descriptive literature and/or complete specifications covering the products offered. References to literature submitted with a previous proposal will not satisfy this provision. Proposals that do not comply with these requirements may be rejected.

6.1.4 Proposal Format: The proposals should be organized in the exact order in which the requirements and/or desirable performance criteria are presented in the RFP. Each page should be numbered. The proposal should contain a table of contents which cross-references the RFP requirement and the specific page of the response in the Offeror's proposal. All proposals should be printable on standard 8 ½ x 11 paper. (Larger paper is permissible for charts, spreadsheets, etc.)

6.1.5 The proposal should be organized and indexed in the following format and should contain, at a minimum, the items listed in the sequence indicated:

- 6.1.1.1 Cover Letter
- 6.1.1.2 Table of Contents
- 6.1.1.3 Management Executive Summary
- 6.1.1.4 Scope of Work
- 6.1.1.5 Qualifications
- 6.1.1.6 References
- 6.1.1.7 Project Management Approach & Milestone Schedule
- 6.1.1.8 Training Approach
- 6.1.1.9 Decommission/Transition Approach
- 6.1.1.10 Costs
- 6.1.1.11 Terms and Conditions

- 6.1.1.12 Offer and Acceptance Form
- 6.1.1.13 Deviations/Exceptions Form
- 6.1.1.14 Confidential/Proprietary Submittals
- 6.1.1.15 Certificate of Insurance

6.2 Response Requirements

Offeror must follow all instructions and answer all questions as stated in the section(s) referenced for each item in the table below.

Response Requirements	Refer to Document/Section(s)
1. Cover letter: Proposals must be dated and signed by a duly authorized officer of the company.	N/A
2. Table of Contents: Each proposal shall include a Table of Contents that clearly identifies the material by location of each section and subsection to guide the review. Each page of the response must be clearly and uniquely numbered. Additionally, the table of contents must clearly identify and denote the location of all enclosures and appendices to the proposal.	N/A
3. Management Executive Summary: Offerors shall provide a Management Executive Summary on how their product will meet the needs of the ADE Instructional Support Tools.	N/A
4. Scope of Work: Offeror shall respond to the Scope of Work section of this RFP. Offeror shall supply screenshots of the proposed solution with a narrative of process flow and functionality. Please include narrative product descriptions highlighting the feature/functionality of all products proposed. Offeror must meet all requirements in the Functional Requirements Form which have been given a priority of "R" (required). Proposals that cannot meet these requirements may be rejected. Note: Offeror response must be returned in an Excel file format.	Scope of Work Document – Section 1
5. Qualifications: Offeror shall provide the requested information regarding the firm's relevant experience and qualifications as spelled out in the sections referenced to the right.	Scope of Work Document – Sections 2, 3, 6
6. References: Offerors are requested to provide a list of all current state departments in which the product offered in the RFP response is currently operational, being implemented, in beta testing or being evaluated, noting for each state the specific status of the product. The references shall include the following criteria: <ul style="list-style-type: none"> • Similar in nature and size of Arizona's education system • Clients for who the vendor's product has been implemented within six months of award. (At least one must be running the proposed application currently, and their system must have been implemented within the last four years.) • At least two of the references provided for states or districts must be using the product proposed in the RFP response. • References shall be supplied for each partner in the proposal. 	Scope of Work Document – Section 5
7. Project Management Approach & Milestone Schedule: Offeror shall provide its detailed project work plan. The project work plan shall identify all proposed tasks associated with the initial implementation and training plan. Refer to the section listed on the right.	Scope of Work Document – Section 7

8. Training Approach: Offeror must provide training courses per group of users, descriptions, timeframes (based on Offeror's implementation schedule), locations, and specificity of training to ADE staff at no cost to the Department. Offeror must provide costs for any additional training after the implementation of the proposed products. ADE retains the right to record training for future use.	Scope of Work Document – Section 8
9. Decommission and Transition Approach: Offeror shall describe the decommissioning and transitioning approach used to transition data and/or systems in the event of contract termination, vendor business discontinuation, or hosting transition to ADE or other agencies.	Scope of Work Document – Section 4
10. Costs: <ul style="list-style-type: none"> a. Offeror must complete the Annual Proposal Cost Form spreadsheet. Note: Offeror response must be returned in an Excel file format. b. Offeror shall provide pricing for MCESA opt in to the management of individual professional learning plans for 3700 users. c. Offeror shall provide a tiered pricing structure based on the initial user count through the maximum growth goal to 1,000,000 users. d. Offeror shall provide pricing for the implementation goals as listed in <u>Section 6.2.5.5.3.</u> e. Offeror shall itemize other costs that may be identified by the Offeror as being necessary to ensure a successful implementation of their product and timely project completion. 	Cost Document, Annual Proposal Cost Form spreadsheet
11. Terms and Conditions: The Offeror must submit a copy of the software system license that includes all of the terms and conditions normally set forth to the Arizona Department of Education.	N/A
12. Offer and Acceptance Form	Scope of Work Document – Section 9
13. Deviations/Exceptions Form: Any deviations or exceptions must be stated on a separate page, labeled "Deviations/ Exceptions" with references to the corresponding terms or provisions of the Solicitation.	Scope of Work Document – Section 11
14. Confidential/Proprietary Submittals	Scope of Work Document – Section 12
15. Certificate of Insurance	Scope of Work Document – Section 13

7. Cost Proposal Structure

The "Annual Proposal Cost Form" includes two worksheets, Cost Form and Consultant Rates. Offeror shall complete both worksheets and return in an Excel file format.

7.1 Cost Form

The Cost Form worksheet includes the following sections:

7.1.1 Estimated Users by Role – provides estimated user counts by year to be used when completing the cost form for each section/year.

7.1.2 Software License – for each year listed, provide software licenses for each product included in response
NOTE: Offeror shall enter the annual and per user licensing cost for each year listed.

7.1.3 SaaS Cost – list all SaaS related costs by year, inclusive of all product and hosting sustainment and support costs.

7.1.4 Offeror Hosted Services – list all costs related to Offeror hosting services by year; if left blank it is assumed that all costs are included in the SaaS Cost.

7.1.5 Installation and Implementation Services – list all installation and implementation costs by year.

7.1.6 Interface and Integration Services – list all interface and integration costs by year.

7.1.7 Training Services – list all training costs by year.

7.2 Consultant Hourly Rates

Hourly rates for staffing are to be recorded on the Offeror Consultant Hourly Rates worksheet

7.2.1 Cost of “Data Integration Specialist”

7.2.2 Cost of “Application Programmer”

7.2.3 Cost of “Systems Analyst”

7.2.4 Cost of “Application Training Specialist”

7.2.5 Database Administrator (Outsourced Services)

This cost schedule will be used if ADE chooses to purchase additional support services. The rates shall be effective for the duration of the contract.

7.3 Attachments

If any form does not have sufficient space, Offeror may add attachments in the same format provided herein.

Notwithstanding any omissions or unspecified items in this RFP, the Offeror is required to include all software and other components necessary for the successful implementation and operation of the components listed in this RFP, including auxiliary functions and entities. It is incumbent upon the Offeror to point out any such omissions or unspecified items and to include their costs, if any, in the appropriate section(s). An attachment to the cost form, describing the items, shall accompany the Offeror’s response.

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Production Environment must include all environments referenced in the Statement of Work section for State Technical Infrastructure Establishment and Software Installation.

7.12 Section 10 – Schedule 10: All Other Costs

This section shall include Schedule 10: All Other Costs from Attachment 1: Cost Schedules. This schedule requires a description and any assumptions for all other costs included as parts of the solution that have not been defined and described in other parts of the Cost Schedules.

7.13 Section 11 - Schedule 11: Deliverable Payment Schedule

The section shall include Schedule 11: Deliverable Payment Schedule from Attachment 1: Cost Schedules. The Deliverable Payment Schedule must follow the Offeror's implementation methodology and include all significant deliverables to be provided to the State, including the deliverables listed in the Scope of Work. The deliverables of the Scope of Work are included in the schedule and groupings of these items are proposed to allow the individual deliverables to be submitted for payment as a package to reduce administrative burden. The Deliverable Payment Schedule shall be consistent with the Offeror's proposed project work plan and staff loading schedule as described in Schedule 4: Consulting Hours by Month. The order, timing, and grouping of the deliverables can be modified to reflect the Offeror's work plan and approach. The payments associated with groupings of deliverables shall reflect the timing and relative value of the work effort expended by the Offeror on those deliverables. The State will not make advanced payment for services.

The Deliverable Payment Schedule should reflect fifteen percent (15%) retainage for the services. The final acceptance of the system, established as a deliverable in the schedule, shall be the determination as to the release of the accumulated retainage. Retainage withheld from post go-live services shall be released on a quarterly basis subsequent to a determination by the State that Offeror performance in responding to system issues is satisfactory and the performance of the system continues to be acceptable.

See previous pages

8. Submission of Proposal

8.1 Offer Submission, Due Date, and Time

With regards to Uniform Instructions, Section D.1 "Sealed Envelope or Package"; offers in response to this solicitation shall be submitted within the State's e-Procurement system, **ProcureAZ (<https://procure.az.gov>)**, including the Microsoft Excel attachment of requirement responses from **Advantiv's Decision Director**. Offers shall be received before the date/time listed in the solicitation's 'Bid Opening Date' field. Offers submitted outside of ProcureAZ, or those that are received on or after the date/time stated in the 'Bid Opening Date' field, shall be rejected. Questions about the submission date and/or time shall be directed to the Procurement Officer or to the ProcureAZ Help Desk (procure@azdoa.gov or 602-542-7600).

What is Advantiv's Decision Director? →

8.2 Acknowledgement of Solicitation Amendments - Offerors shall acknowledge Solicitation Amendments electronically in ProcureAZ (<https://procure.az.gov>) no later than the Offer due date and time. Failure to acknowledge all/any Solicitation Amendment may result in rejection of the Offer.

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8.3 The Offeror shall submit with their proposal offering a Bid Bond or Security in the amount of \$5,000,000.00 of the Offeror's total cost proposal submittal. The Bid Security shall be submitted in one (1) of the following forms:

8.3.1 An annual or one-time surety bond executed solely by a surety company authorized to transact surety business in the State, issued by the Director of the Department of Insurance under A.R.S. Title 20, Chapter 2, Article 1 and in a format prescribed by A.R.S. 41-2573, or;

8.3.2 A certified or cashier's check

We defer to Lupita if this is required

9. References and Experience Verification

The Offeror agrees that by submitting an Offer, the State or its designated agent may contact any entities listed in the Offer or any entities known to have a previous business relationship with the Offeror for the purpose of obtaining references relative to past performance and verifying experience or other information submitted with the Offer. In addition, by submitting an Offer, the Offeror is agreeing to give permission to the entity to provide information and the Offeror will take whatever action is necessary to facilitate, encourage or authorize the release of information. If necessary, the Offeror shall sign a release to obtain information.

10. Responsibility

In accordance with A.R.S. 41-2534(G), A.A.C. R27-C312 and R2-7-C316, the State shall consider the following in determining Offeror's responsibility, as well, as the responsiveness and acceptability of their proposals. The State will consider, but is not limited to, the following in determining an Offeror's responsibility as well as susceptibility to Contract Award:

10.1 Whether the Offeror has had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract;

10.2 Whether the Offeror's record of performance includes factual evidence of failure to satisfy the terms of the Offeror's agreements with any party to a contract. Factual evidence may consist of documented vendor performance reports, customer complaints and/or negative references;

10.3 Whether the Offeror is legally qualified to contract with the State and the Offeror's financial, business, personnel, or other resources, including subcontractors;

10.3.1 Legally qualified includes if the vendor or if key personnel have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.

10.4 Whether the Offeror promptly supplied all requested information concerning its responsibility;

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- 10.5 Whether the Offer was sufficient to permit evaluation by the State, in accordance with the evaluation criteria identified in this Solicitation or other necessary offer components. Necessary offer components include: attachments, documents or forms to be submitted with the offer, an indication of the intent to be bound, reasonable or acceptable approach to perform the Scope of Work, signed Solicitation Amendments, references to include experience verification, adequacy of financial/business/personal or other resources to include a performance bond and stability including subcontractors and any other data specifically requested in the Solicitation;
- 10.6 Whether the Offer was in conformance with the requirements contained in the Scope of Work, Terms and Conditions, and Instructions for the Solicitation and its Amendments, including the documents incorporated by reference;
- 10.7 Whether the Offer limits the rights of the State;
- 10.8 Whether the Offer includes or is subject to unreasonable conditions, to include conditions upon the State or necessary for successful Contract performance. The State shall be the sole determiner as to the reasonableness of a condition;
- 10.9 Whether the Offer materially changes the contents set forth in the Solicitation, which includes the Scope of Work, Terms and Conditions, or Instructions; and,
- 10.10 Whether the Offeror provides misleading or inaccurate information.

11. Responsiveness and Acceptability

Proposals may not be considered responsive and/or acceptable if they do not contain information sufficient to evaluate the proposal in accordance with the factors identified in the solicitation or other necessary proposal components. Necessary components include an indication of the Offeror's intent to be bound, price proposal, solicitation amendments, bond and reference data as required.

12. Opening

Proposals received by the correct time and date will be opened and the name of each Offeror will be publically available. Proposals will not be subject to public inspection until after contract award.

13. Clarifications

Upon receipt and opening of proposals submitted in response to this solicitation, the State may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or for eliminating minor informalities or correcting nonjudgmental mistakes in proposals. Clarifications shall not otherwise afford Offerors the opportunity to alter or change their proposal.

14. Oral Presentations

The State may request oral presentations. If requested, the Offeror shall be available for oral presentations with no more than ten (10) business days advance notice. Participants in the oral presentations should include the Offeror's key persons. Such oral presentations shall not otherwise afford an Offeror the opportunity to alter or change its Offer.

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15. Evaluation

In accordance with the Arizona Procurement code A.R.S. § 41-2534, awards shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.

Exceptions to the Terms and Conditions, as stated in the Uniform Instructions Section C.4, will impact an Offeror's susceptibility for award.

Components for Evaluation	Refer to Document / Section(s)
1. The Department's assessment of the Offeror's understanding of the Scope of Work to be performed and ability to meet or exceed the requirements of the RFP and to satisfy the Department's needs.	Scope of Work Document – Section 1
2. Project Management approach / milestone schedule; Training approach	Scope of Work Document – Sections 7, 8
3. Cost	Cost Document, Annual Proposal Cost Form spreadsheet
4. Offeror's strength and market share to include but not limited to references, special experience, technical capabilities, professional competence, and qualifications of the firm and qualifications of personnel assigned to the project.	Scope of Work Document – Sections 2, 3, 5, 6
5. Decommissioning and transition approach	Scope of Work Document – Section 4

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15. Evaluation

In accordance with the Arizona Procurement code A.R.S. § 41-2534, awards shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.

Exceptions to the Terms and Conditions, as stated in the Uniform Instructions Section C.4, will impact an Offeror's susceptibility for award.

See previous page

- 15.1 Implementation Services Approach and Tools (e.g. Project Management, Software Configuration and Development, Testing, Integration, Training, Change Management, Shared Services, Business Process Reengineering, etc.);
- 15.2 Offeror and Project Team Qualifications and Experience; Qualification and Experience of Implementation Services Team; References of Software Installations;
- 15.3 Costs (e.g. Implementation Services, Development Services for the Software, Software License, and Software Maintenance); and
- 15.4 Software Fit (Software Requirements and Usability).

16. Discussions (Negotiations)

In accordance with A.R.S. § 41-2534, after the initial receipt of proposals, the State may conduct discussions with those Offerors who submit proposals determined by the State to be reasonably susceptible of being selected for award.

17. Final Proposal Revisions

If discussions are conducted, the State shall issue a written request for Final Proposal Revisions. The request shall set forth the date, time and place for the submission of Final Proposal Revisions. Final Proposal Revisions shall be requested only once; unless the State makes a determination that it is advantageous to conduct further discussions.

Is this BAFO?

18. Contract Award

Award of a contract will be made to the most responsive and responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria set forth in the solicitation.

See proposed addition at end.

19. Public Record

All Proposals submitted in response to this Request For Proposal shall become the property of the State and shall become a matter of Public Record available for review, subsequent to the award notification, as provided for by the Arizona Procurement Code.

THESE ARE MISSING

1.1 EVALUATION PROCESS

Proposals will be reviewed and evaluated by a committee made of up directors, educational staff, and technical staff per evaluation criteria. The committee will conduct a rating of each Offeror's proposal package to assess whether or not it attains an acceptable performance standard. Evaluation proposals, including investigation of references provided by the Offeror will be used to make a determination of finalists. If necessary, finalists will be selected to demonstrate their product for committee review.

1.2 EVALUATION SCHEDULE

A vendor conference will be scheduled after the RFP has been released; all Offerors responding to the RFP are strongly encouraged to attend. The proposals will be initially evaluated for conforming to the requirements of the RFP. Then a technical score will be given. The proposals with the highest scores may be interviewed (e.g., scheduled demonstration, technical review, etc.) to determine the best interests of the State Agency.

The following table provides the Schedule of Events for this RFP through contract finalization and Notice to Proceed. The Notice to Proceed will begin immediately following the award of a contract. The state is requesting Offeror to implement delivery of a solution on an accelerated schedule for the beginning of the school year based on the Milestone Schedule in section 11.3. Offeror may submit proposed timeline for implementation utilizing their best practices and experience with delivery of the identified solution.

EVENT	DATE
1. RFP released to Vendors (week of)	12/31/12
2. Vendor Conference	1/17/13 Or 2 weeks after RFP Release
3. Vendors submit questions	7 days prior to RFP due date
4. Response to Written Questions/RFP Amendments	TBD
5. RFP due date and time:	2/5/2013
6. Submission of Best and Final Offers (BAFO), if necessary (week of)	TBD
7. Anticipated Contract Finalization	TBD
8. Anticipated Notice to Proceed	4/1/2013

1.3 OFFER ACCEPTANCE PERIOD

Proposals are an irrevocable offer for 120 days after the opening time and to allow the ADE sufficient time to evaluate the responses.

1.4 CONTRACT AWARD

ADE is seeking a single supplier for Software as a Service (SaaS) composed of one to many Commercial off the Shelf (COTS) products including systems design, software, data integration, installation, content import, training, maintenance, and technical support for all the goods and services described in this RFP. The single supplier can accomplish this using existing resources or through partnerships/subcontracts with other Offerors. However, ADE

reserves the right to award to multiple Offerors if in the best interest of ADE. Offerors are encouraged to suggest any creative approach to meet the IIS-IST requirements while keeping costs low and allowing for long term sustainability.

1.5 COST OF PROPOSAL DEVELOPMENT

It is understood that the State Agency is not financially responsible for any costs incurred by the Offeror in responding to this RFP, whether or not it is the successful Offeror, including legal costs for any reason, visitation costs, reproduction, postage and mailing, etc.

1.6 RIGHTS RESERVED

The right is reserved to reject any or all proposals, or to waive any informality in any proposal received or to accept all or any part of any proposal considered advantageous to the State Agency.

1.7 CLARIFICATION OF SOLICITATION REQUIREMENTS

It is the responsibility of all Offerors to examine the solicitation and seek clarification of any item or requirement that may be clear or unclear to them and to check all offers for accuracy before submittal to ADE. Any questions regarding this solicitation can be answered submitting a request through the Procure AZ website. The Chief Procurement Officer is the only authorized person to give information as to the requirements of the solicitation in addition to that contained in the written documents.

1.7.1 Questions should be submitted through the Procure AZ website and received by the Chief Procurement Officer no less than 7 days prior to the RFP due date. All questions must reference the page and item that is to be addressed.

1.7.2 All addendums should be acknowledged using the Addendums Acknowledgement Form included in this document.

1.7.3 No verbal or written information, which is obtained other than by information in this document or by Addendum to this solicitation, will be binding on the Arizona Department of Education.