



**REQUEST FOR PROPOSALS # 34901-01225  
AMENDMENT # 4  
FOR Credential Production, Issuance, and  
Management Solution**

**DATE: February 22, 2021**

**RFP # 34901-01225 IS AMENDED AS FOLLOWS:**

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		December 14, 2020
2. Disability Accommodation Request Deadline	2:00 p.m.	December 21, 2020
3. Pre-response Conference	10:00 a.m.	January 5, 2021
4. Site Visits	8:30 a.m. – 12:00 noon	January 7, 8, and 11, 2021
5. Notice of Intent to Respond Deadline	2:00 p.m.	January 13, 2021
6. Written “Questions & Comments” Deadline	2:00 p.m.	January 20, 2021
7. RFP Amendment 2 Revise Schedule of Events		February 11, 2021
8. State Response to Written “Questions & Comments” (RFP Amendment 3)		February 17, 2021
9. RFP Amendment 4 Revise Schedule of Events		February 22, 2021
10. Second Round of “Written Questions & Comments” Deadline		March 3, 2021
11. State Response to Second Round of Written “Questions & Comments”		March 24, 2021
12. Response Deadline	2:00 p.m.	April 16, 2021
13. State Completion of Technical Response Evaluations (Sections B. and C., RFP Attachment 6.2.)		April 30, 2021

14. State Schedules Respondent Oral Presentation		May 5, 2021
15. Respondent Oral Presentation	8 a.m. - 4:30 p.m.	May 10-14, 2021
16. State Completion of Technical Response Evaluations (Section D., RFP Attachment 6.2.)		May 19, 2021
17. State Opening & Scoring of Cost Proposals	2:00 p.m.	May 20, 2021
18. Negotiations (Optional)		May 21-25, 2021
19. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	May 26, 2021
20. End of Open File Period	4:30	June 3, 2021
21. State sends contract to Contractor for signature		June 4, 2021
22. Contractor Signature Deadline	2:00 p.m.	June 11, 2020

**2. Delete RFP section 5.2.1.5. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

5.2.1.5. The Solicitation Coordinator will invite the top THREE (3) ranked Respondents to make an oral presentation. The ranking will be determined after Sections B. and C. of the Technical Response & Evaluation Guide (RFP Attachment 6.2.) score is totaled and ranked (e.g., 1 – the best evaluated ranking, etc.).

5.2.1.5.1. The oral presentations are mandatory. The Solicitation Coordinator will schedule Respondent presentations during the period indicated by the RFP Section 2, Schedule of Events. The Solicitation Coordinator will make every effort to accommodate each Respondent's schedules. When the Respondent presentation schedule has been determined, the Solicitation Coordinator will contact Respondents with the relevant information as indicated by RFP Section 2, Schedule of Events.

5.2.1.5.2. Oral Presentations (Section D. of the Technical Response & Evaluation Guide (RFP Attachment 6.2.) will be conducted via WebEx. Each Respondent invited to Oral Presentations will receive a unique link from the Solicitation Coordinator.

5.2.1.5.3. Respondent presentations are only open to the invited Respondent, Proposal Evaluation Team members, the Solicitation Coordinator, and any technical consultants who are selected by the State to provide assistance to the Proposal Evaluation Team.

5.2.1.5.4. Oral presentations provide an opportunity for Respondents to explain and clarify their responses. Respondents must not materially alter their responses and presentations will be limited to addressing the items detailed in RFP Attachment 6.2., Technical Response &

Evaluation Guide. Respondent pricing shall not be discussed during oral presentations.

5.2.1.5.5. The State will maintain an accurate record of each Respondent's oral presentation session. The record of the Respondent's oral presentation shall be available for review when the State opens the procurement files for public inspection.

5.2.1.5.6. Proposal Evaluation Team members will independently evaluate each oral presentation in accordance with the RFP Attachment 6.2., Technical Response & Evaluation Guide, Section D.

5.2.1.5.7. The Solicitation Coordinator will calculate and document the average of the Proposal Evaluation Team member scores for RFP Attachment 6.2., Technical Response & Evaluation Guide, Section D., and record that number as the score for Respondent's Technical Response for Section D.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.