DATE 12/15/10

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles
              DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF1007-FACTS II
              PRODUCTION

<u>**ADDENDUM #4**</u>

It has been determined that edits to this RFP are necessary. They are as follows:

<u>**Language Correction:**</u>

Section 6.10 REPORTS reads:
Currently, the Department utilizes an Oracle/Red Hat Linux reporting environment supported by Oracle Developer Suite 10g toolset (Oracle Reports and Oracle Discoverer). The reporting database is updated nightly from the production environment. This database utilizes approximately 2,000 materialized views of tables found in our FACTS production database. In addition, a small number of functions and custom built tables and views are available to query writers. Reports and workbooks are shared through an Oracle portal environment supported by an Oracle application server. An unknown number of ad hoc reports created using MS Access also exist. Additional details of this environment will be provided at the mandatory Bidders' Conference.

Correction:
DSCYF does not have a preference for a specific reporting environment product(s). The Department expects the bidder to propose their recommendation of the most effective and efficient tool given the environment.   The tools should be SQL-based. DSCYF uses MS Office Suite for its day to day business activities. The proposed reporting tool should be able to create reports which are easily integrated into MS Excel, MS Word, MS Access, and MS Outlook for dissemination and further analysis, as well as be able to generate Adobe pdf files. Specifically, Bidders should identify both the proposed tool and the proposed reporting environment. Bidders should clearly identify support for their proposal, the costs associated with implementing the tool, the anticipated benefits to the Department resulting from it, and the expected level of effort required to train State staff in the tool for the creation and management of reports. Bidders should describe their proposed reporting environment, including previous successful implementations of similar reporting environments and the advantages of implementing their reporting environment approach.

Language Edit:

Section 7.2.3, Page 63, 3rd paragraph reads:
The Bidder should briefly describe previous experience in implementing similar solutions, both from a technical and a business perspective. The Bidder should detail features and functionality of the proposed solution that demonstrate a comprehensive understanding of DSCYF's current challenges and the issues that will be resolved with the implementation of FACTS II. Bidders should describe their understanding of the current FACTS solution. Their understanding may be enhanced as a result of the optional question and answer and demonstration of FACTS functionality in response to specific questions and FACTS documentation to be provided at the Bidders' Conference. Additionally, Bidders should be able to demonstrate previous successes with similar implementations and the capability to provide comparable quality services with their proposed solutions.

The section should read:
The Bidder should briefly describe previous experience in implementing similar solutions, both from a technical and a business perspective. The Bidder should detail features and functionality of the proposed solution that demonstrate a comprehensive understanding of DSCYF's current challenges and the issues that will be resolved with the implementation of FACTS II. Additionally, Bidders should be able to demonstrate previous successes with similar implementations and the capability to provide comparable quality services with their proposed solutions.

NOTE: It is DSCYF's intent that FACTS II will be a new system supporting newly integrated Process Flows. As we believe the functionality of the existing system is embodied in the requirements and process flows, we no longer believe that a complete understanding of the current FACTS is necessary.

A demonstrated knowledge of the existing system is not in the proposal evaluation criteria in section 7 of the RFP

Language Edit:

Section 6.5 Page 42 4th paragraph reads:

As part of their proposal responses, Bidders are required to identify their plans for project initiation, to include a plan for the acquisition of office space if this option is chosen by the State, initial project staffing, office start-up tasks (i.e., procuring hardware, connectivity, office supplies, etc.), and contingency plans to ensure that project activities commence as scheduled. Bidders are required to outline their approach and strategy for each of the deliverables identified in Section 6.5.1 – Associated Deliverables.

The section should read:
As part of their proposal responses, Bidders are required to identify their plans for project initiation, including initial project staffing and subsequent project staffing requirements by quarter for the duration of the project, office start-up tasks and contingency plans to ensure that project activities commence as scheduled. Bidders are required to outline their approach and strategy for each of the deliverables identified in Section 6.5.1 –Associated Deliverables.

Appendix A Language Edit:

Organization fact sheet reads:
"RFP Title: FACTS II Quality Assurance (QA)".

It should read:
"RFP Title: FACTS II Design Development and Implementation (DD & I)".

Budget Form and Information page reads:
"FACTS II PROJECT QUALITY ASSURANCE COST SHEET"

It should read:
"FACTS II PROJECT DESIGN DEVELOPMENT AND IMPLEMENTATION COST SHEET"

The following requirements changes have been made:

Performance Bond
The requirement for a performance bond is removed

Office Space:
Since the RFP was drafted and sent to ACF for review/approval; DSCYF has located suitable office space in downtown Wilmington, Delaware that will be used for this project.

If you have questions please contact H. Ryan Bolles at herbert.bolles@state.de.us