

PUERTO RICO DEPARTMENT OF EDUCATION

ADDENDUM #2

PRDE-OSIATD-2018-004-STUDENT INFORMATION SYSTEM (SIS)

CLARIFICATIONS AND AMENDMENTS TO THE RFP ISSUED DECEMBER 19, 2018

1. **PROPOSAL DEADLINE EXTENSION:** The RFP is hereby amended to extend the Proposal Deadline from 4:00 P.M. AST Wednesday, January 2, 2019 to 4:00 P.M. AST Wednesday, January 16, 2019.

IMPORTANT NOTE: THE LETTER OF INTENT DEADLINE HAS **NOT** BEEN EXTENDED. THE DUE DATE FOR LETTERS OF INTENT REMAINS 4:00 P.M. AST WEDNESDAY DECEMBER 26, 2018. The Letter of Intent form is attached to the RFP as Proposal Submittal Form 8 and posted at www.de.pr.gov.

2. **SECTION 2.2 CORRECTION:** Section 2.2 of the RFP, Vision for Integrated Management Platforms at PRDE, provides in pertinent part as follows;

"This RFP is one in a series that seeks to address and improve the software solution ecosystem at PRDE. Though this RFP focuses on a student information system, Proposers should note that up to 20% of the total evaluation points may be awarded to proposals that present comprehensive solutions to deliver fully-integrated services across all the systems PRDE is pursuing, specifically a time and attendance system and a human resources information system."

The 20% reference in Section 2.2 was a typographical error. Section 2.2 is hereby amended to read as follows:

"Though this RFP focuses on a student information system, Proposers should note that up to 15% of the total evaluation points may be awarded to proposals that present comprehensive solutions to deliver fully-integrated services across all the systems PRDE is pursuing, specifically a time and attendance system and a human resources information system."

3. **NEW SECTION 6.38 ENTITLED WORK PLAN; SYSTEM ACCEPTANCE IS ADDED TO THE RFP:**

The RFP is hereby amended to add the following new Section 6.38, Work Plan; System Acceptance:

6.38. WORK PLAN; SYSTEM ACCEPTANCE

The specific acceptance terms and tests will be negotiated by PRDE and the selected Proposal. However, the following are general Department terms regarding acceptance:

- A. Work Plan. The Parties shall agree on a Work Plan which will include major milestones or phases, cutover dates and each Party's obligations in order to achieve such milestones.
- B. Conditional Acceptance Tests. Upon completion of each major milestone or phase, and prior to Final Acceptance and cutover date, the Parties shall conduct acceptance tests of the software, functionality or programming as appropriate. Each acceptance test shall define the "deliverable" (a specific software, component, functionality or programming) and the acceptance criteria, which shall be aimed to identify conformance of the software, functionality or programming with PRDE requirements and specifications, identify any existing or potential problems, and provide an overview of the readiness of the system. Each test shall be previously designed and/or agreed to by both Parties and shall be conducted with the participation of the PRDE. Upon completion of each acceptance test Proposer shall notify PRDE the results of each one. If the tests fail to meet the acceptance criteria, Proposer shall inform PRDE the reasons for the failure and the corrective measures to be implemented. Both Parties shall agree on a new acceptance test date, which shall not exceed 10 calendar days, from the original acceptance test date. Any sub-subsequent acceptance tests shall be carried out as indicated in this paragraph. Any acceptance under this paragraph shall be understood to be conditional ("Conditional Acceptance") and such deliverable shall be subject to final acceptance tests. Otherwise, the deliverable shall be deemed accepted by PR+D133DE upon successful completion of the acceptance test.
- C. Final Acceptance Tests. Upon achievement of Conditional Acceptance for all identified components or deliverables, Proposer shall begin testing the system that is comprised of such components or deliverables using the applicable test procedures and standards agreed to by the Parties to determine whether such system performs as an integrated whole in accordance with the acceptance criteria. These tests shall constitute the Final Acceptance tests PRDE representatives may be present during the final acceptance tests. After completion of such testing Proposer shall notify PRDE in writing that: (i) the system, and all components and deliverables that are a part thereof, meet the acceptance criteria and that final acceptance of the system and such components and deliverables has occurred (Final Acceptance); or (ii) that the Acceptance Criteria have not been met and, the reasons therefor. If Proposer determines that the acceptance criteria have not been so met, Proposer shall notify the PRDE in writing the reasons for the failure and the corrective measures to be taken. Both Parties shall agree on a new final acceptance test date, which shall not exceed 10 calendar days, from the original final acceptance test date. Any sub-subsequent

Final Acceptance tests shall be carried out as indicated in this paragraph.

- D. Final Acceptance. The obligations of Proposer for the installation of the System (including any component, software, programming or functionality) shall not be considered to be completed until the Final Acceptance Certificate has been signed by PRE's authorized representative and delivered to the Proposer, stating the date. The Final Acceptance Certificate shall be issued and delivered by PRDE's authorized representative no later than the thirtieth day after the successful completion of the Final Acceptance Tests.

RFP NO. 2018-004-Student Information System (SIS)
PUERTO RICO DEPARTMENT OF EDUCATION