

**REFERENCES and PROPOSAL DEADLINE REMINDER
STUDENT INFORMATION SYSTEM RFP (2018-004-SIS)
JANUARY 16, 2019 @ 4:00 o'clock p.m.**

REMINDER NOTICE that all proposals to be submitted in response to RFP 2018-004-Student Information System (SIS) are due by **4:00 p.m. on Wednesday, January 16, 2019.**

REMINDER NOTICE that all Form 5 Reference Questionnaires for RFP 2018-004-Student Information System (SIS) are due prior to the proposal submittal deadline of **4:00 p.m. on Wednesday, January 16, 2019.**

In addition, emails were sent this morning to each proposer that timely submitted a Letter of Intent to submit a proposal in response to RFP 2018-004-Student Information System (SIS). The emails identified the **Form 5 Reference Questionnaires** that have been received as of the close of business on January 10th, if any. If your agency timely submitted a Letter of Intent but did not receive an email this morning identifying the Form 5 Reference Questionnaires received on behalf of said company to date, please send an email to SIS_RFP@de.pr.gov so indicating, **ASAP.**

Form 5 Reference Questionnaire Requirements:

A minimum of three (3) customer references for similar scope and magnitude of work that Proposer has performed within the past three years are due prior to the proposal deadline of **4:00 p.m. on Wednesday, January 16, 2019** for submitting proposals

- Reference Questionnaires which are not received prior to the proposal response due date and time will receive a score of "0" for that reference.
- References outside the three (3) years requirement will also receive a score of zero (0) points.
- If more than three (3) qualifying references are received prior to the proposal deadline for submitting proposal, the three (3) references with the highest scores will be used in the evaluation.

NOTE: It is the Proposer's responsibility to follow up with its references to ensure timely receipt of all questionnaires.

Please be reminded to continue to regularly check the PRDE website for announcements and updates. Once again, thank you for your interest in doing business with the Puerto Rico Department of Education.