



## GOBIERNO DE PUERTO RICO

DEPARTAMENTO DE EDUCACIÓN

Oficina de Sistemas de Información y Apoyo Tecnológico a la Docencia (OSIATD)

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

EVENT	DATE*
Publication and release of RFP	Tuesday, November 27, 2018
Deadline for submitting RFP questions	10:00 a.m. Friday, December 7, 2018
Pre-Proposal Conference ( <i>Optional**</i> ) – <i>Companies are asked to Register for the Conference (See Appendix I)</i>	10:00 a.m. Wednesday, December 19, 2018
Deadline for submitting letters of intent (Mandatory)	4:00 p.m. Wednesday, December 26, 2018
<b>DEADLINE FOR SUBMITTING PROPOSALS</b>	<b>4:00 p.m. Wednesday, January 2, 2019</b>
Selection of 3 Proposer finalists; presentations and product demonstrations by finalists, as requested	Week of January 14, 2019

\* All times Atlantic Standard Time (AST)

\*\*The Pre-Proposal Conference will be held at the address listed on the Pre-Proposal Conference Registration Form (See Appendix II)

**LATE PROPOSALS WILL NOT BE ACCEPTED  
PROPOSALS SUBMITTED BY FAX WILL NOT BE ACCEPTED**

**PROPOSERS SHALL DELIVER THREE (3) COPIES OF PROPOSALS AS FOLLOWS:**

- 1 Signed Original Proposal in a 3-Ring Binder with Financial Statements, clearly marked as Original
- 1 Exact Copy of the Original Proposal on a Jump Drive, submitted along with the Original Proposal
- 1 Exact Copy of the Original Proposal submitted by shared document link emailed to [SIS\\_RFP@de.pr.gov](mailto:SIS_RFP@de.pr.gov).

**ALL PROPOSALS MUST BE ADDRESSED AND HAND-DELIVERED BY PROPOSER OR COURIER TO THE FOLLOWING ADDRESS BY THE DEADLINE:**

**Marie Ortiz Sanchez, CIO**  
Puerto Rico Department of Education  
#150 Federico Costas St.  
Urb. Industrial Tres Monjitas  
Hato Rey PR 00917

All Proposer questions concerning the RFP and the competitive proposal process should be in writing and emailed to: [SIS\\_RFP@de.pr.gov](mailto:SIS_RFP@de.pr.gov). This RFP, all attachments and clarifications/addenda are available for download at: [www.de.pr.gov](http://www.de.pr.gov). Proposers are strongly encouraged to read this entire document prior to beginning their proposal.



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