

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

FUEL MANAGEMENT SYSTEM
NHDOT RFP 2020-033

2 September 2020

ADDENDUM NO. 1

Bidders are hereby advised to the following revisions to the proposal:

Due to NHDOT Directive: COVID-19 D1-B Meeting Facilitation During COVID-19, meetings with Non-DOT employees, vendors, and the public will be held whenever possible by remote capabilities, therefore RFP 2020-033 is hereby amended as follows:

1. **Replace**, in the proposal, **NHDOT Cover Sheet** (page 2) with attached page **2A**; **2. SCHEDULE OF EVENTS** (page 5) with attached page **5A**; **4.3 VENDOR CONFERENCE** (page 8) with attached page **8A**.

Synopsis of changes:

Page 2A – Aligns the time of the required vendor teleconference, and bid proposal submittals with the schedule of events in section 2.

Page 5A – Extends the date of notification to the SONH from 4 September to 9 September due to the issuance of this Addendum (the date of the teleconference does not change)

Page 8A – Changes the vendor conference from an encouraged teleconference to a required teleconference and required RSVP.

THE CONTRACTOR SHALL ACKNOWLEDGE
THIS ADDENDUM ELECTRONICALLY
AS PART OF THE BID

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Department of Transportation
Fuel Management System
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Department of Transportation

Fuel Management System

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RFP ISSUED.....	08 28, 2020
VENDOR CONFERENCE.....	09 11, 2020, 10:00 14:00 EST
AT: Teleconference 7 Hazen Dr. Concord, NH	
STATE POINT of CONTACT.....	Brian Pike Brian.Pike@dot.nh.gov 603-271-8931
CONTRACT TYPE.....	Firm Fixed Price (FFP)
PROPOSALS DUE.....	11 06, 2020 14:00 14:30 EST

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2. SCHEDULE OF EVENTS

The following table provides the Schedule of Events for this RFP through Governor and Council approval and Notice to Proceed.

EVENT	DATE	TIME
RFP released to Vendors (on or about)	8/28/2020	14:00 EST
Vendor Inquiry Period begins (on or about)	8/31/2020	14:00 EST
Notification to the State of the number of representatives attending the Vendor Conference	8/31/2020 thru 9/9/2020	14:00 EST
Mandatory Vendor Conference; location identified in Section 4.3: <i>Vendor Conference</i>	9/11/2020	10:00 EST
Vendor Inquiry Period ends (final inquiries due)	9/25/2020	14:00 EST
Final State responses to Vendor inquiries	10/16/2020	14:00 EST
Final date for Proposal submission	11/6/2020	14:00 EST
Invitations for oral presentations	12/4/2020	14:00 EST
Vendor presentations/discussion sessions/interviews, if necessary	12/14/2020 – 12/18/2020	
Anticipated Governor and Council approval	July 2021	
Anticipated Notice to Proceed	July 2021	

3. SOFTWARE, REQUIREMENTS AND DELIVERABLES

3.1 SOFTWARE

Each Proposal must present Software that can fully support the required functionality listed in Appendix C: *System Requirements and Deliverables*.

3.2 REQUIREMENTS

Appendix B: *Minimum Standards for Proposal Consideration*, compliance with System requirements, use of proposed SAAS Software, Vendor Implementation experience, and proposed Project Team.

Appendix C: *System Requirements and Deliverables*, for scope of work, requirements and Deliverables.

Appendix D: *Topics for Mandatory Narrative Responses* for Software, technical, Services and Project Management topics.

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The State intends to issue official responses to properly submitted inquiries on or before the date specified in Section 2: *Schedule of Events*; however, this date may be subject to change at the State's discretion. The State may consolidate and/or paraphrase questions for sufficiency and clarity. The State may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the State. Official responses will be made in writing and posted as an addendum to the NH Department of Administrative Services website.

4.1.1 RESTRICTION OF CONTACT WITH STATE EMPLOYEES

From the date of release of this RFP until an award is made and announced regarding the selection of a Vendor, all communication with personnel employed by or under Contract with the State regarding this RFP is forbidden unless first approved by the RFP State Point of Contact listed in Section 4.2: *Proposal Inquiries*. State employees have been directed not to hold conferences and/or discussions concerning this RFP with any Vendor during the selection process, unless otherwise authorized by the RFP State Point of Contact.

4.2 VENDOR CONFERENCE

A Mandatory Vendor **Teleconference** Conference will be held at the following location on the date and at the time identified in Section 2: *Schedule of Events*:

Department of Transportation
7 Hazen Drive
Room number 114
Concord, NH 03302-0483

All Vendors who intend to submit Proposals **must** attend the **required** Vendor **Teleconference** Conference. A video conference will be setup and information will be emailed to registrants upon request. Vendors are **required** to RSVP via email by the date identified in Section 2: *Schedule of Events*, indicating the number of individuals who will attend the Vendor **Teleconference** Conference. Vendors are allowed to send a maximum number of three (3) representatives.

Vendors will have an opportunity to ask questions about the RFP and the State will make a reasonable attempt to answer questions it deems appropriate. Questions may include, without limitation, a request for clarification of the RFP; a request for changes to the RFP; suggestions or changes to the RFP that could improve the RFP competition or lower the offered price; and to Review any applicable Documentation.

Vendors must email inquiries at least twenty-four (24) hours prior to the Vendor Conference. No responses will be given prior to the Vendor Conference. Oral answers will not be binding on the State. The State's final response to Vendor inquiries and any requested changes to terms and conditions raised during the Vendor Inquiry Period will be posted to the website by the date specified as the final State responses to Vendor inquiries as specified in Section 2: *Schedule of Events*. Vendors are responsible for any costs associated with attending the Vendor Conference.