

# **AMENDMENT 1 FOR RFP NUMBER 0A1100**

## **DATE AMENDMENT ISSUED:**

The State of Ohio, through the Department of Administrative Services, on behalf of Department of Liquor Control, is issuing this amendment for the Request for Proposals (RFP) entitled:

**Replacement of DOLC Merchandising, Point-of-Sale and Supply Chain Management Support Systems RFP**

<b>INQUIRY PERIOD BEGINS:</b>	<b>July 6, 2012</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>August 9, 2012</b>
<b>OPENING DATE:</b>	<b>August 17, 2012</b>
<b>OPENING TIME:</b>	<b>1:00 P.M.</b>
<b>OPENING LOCATION:</b>	<b>Office of Information Technology Contract Management Bid Room 30 East Broad Street, 40th Floor Columbus, Ohio 43215</b>

The attached is an Amendment for the RFP listed above. Please use the replacement page(s) contained in the Amendment to replace the corresponding page(s) previously in the RFP.

Specifications and requirements that have been revised are surrounded by bolded double asterisks and, when applicable, strikethrough.

- Support new processes and capabilities that enable more effective and efficient management of Ohio's liquor business outlined in Supplement Three and Supplement Four;
- Provide a flexible product catalog capability;
- Provide a well-documented data model with a well-defined, tested and open API.

The new system(s) and features are designed to enhance the DOLC's ability to administer the sale of alcohol in the state providing a new level of service, accessibility, and awareness. The envisioned system enhancements will enable new capabilities in many areas. Of particular interest are the areas of planning and product management. For example:

- Sales and Operations Planning (S&OP) – A calendar based planning process that synchronizes forecasted sales to planned purchases;
- Product Lifecycle Management (PLM) - For the DOLC this will be a calendar based analysis of product performance to determine those products that are appropriate to retire. In addition, there will be opportunities to add to the product portfolio and the potential to test product through field studies.

The following areas are out of scope for this RFP:

- Liquor Information Tracking System (LITS2)

Since the nature of the liquor business is unique, the DOLC has determined that the most cost effective solution will be custom developed with "best-of-breed" applications interfaced to meet specific requirements. Two (2) best-of-breed applications necessary to meet the requirements are a forecasting module and an accounting module. Selection of these best-of-breed packages will be at the discretion of the offeror but the State expects the offeror to insure the selected packages meet the requirements as detailed in Supplement Four. Further, the DOLC will purchase the best of breed software and/or software licenses and this cost should be included in the offeror's response.

Cost is a very important factor in the RFP response and will receive 30% of the weight for the response. Further, the State will evaluate the responses based on best value. However, it is important to bound the cost and to prevent unrealistic solutions. To that end, the DOLC anticipates costs in the "seven figure" dollar range to complete this project. This does not include hardware costs and every effort should be made to utilize existing State resources for development, testing/QA, and production environments. Recommended hardware should be identified and priced in a separate area of the Cost Summary Form and should not appear as part proposed Total Not to Exceed Fixed Price for the proposed solution.. Note that this project is designated as a Not-to-Exceed Fixed Price.

## 1.4 Overview of the Project's Scope of Work

The scope of the Work is provided in Attachment ~~Four~~ **Three** of this RFP. This section only gives a summary of the Work. If there is any inconsistency between this summary and the attachment's description of the Work, the Attachment will govern.

### 1.4.1 Introduction of System Features

Contractor must have a firm understanding of DOLC's expectations regarding the system requirements as outlined in the above Objectives, Attachment Four, and Supplement Four. All of the required system capabilities must be included in the Proposal and built into the system. Any training and change management necessary for using and maintaining the new system should be part of the offeror's proposal as well.

To provide background and rationale behind the system's design, this RFP includes highlights from current business processes in Supplement Two, and selected recommendations on how to use some of the new functionality in Supplement Three. Many of those changes require strategic direction,

### 6.3 Attachment Three: Requirements for Proposal

**Proposal Format.** Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the offeror's claims of meeting the RFP's requirements. The Proposal must provide a response to how the offeror plans to fulfill each task in the Scope of Work outlined in Attachment Two. In addition, each Proposal must also respond to every request for information in this attachment, whether the request requires a simple "yes" or "no" or requires a detailed explanation. Offerors are given wide latitude in the degree of detail they offer or the extent they reveal plans, designs, systems, processes, and procedures. However, simply repeating the RFP's requirement and agreeing to comply may be an unacceptable response and may cause the Proposal to be rejected. Emphasis should be on completeness and clarity of content.

These instructions describe the required format for a responsive Proposal. The offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Please note that the sections which are bolded below is an indication that these sections are scored (see Scoring Criteria contained in Attachment One)

Each Proposal must contain the following:

- Vendor Information Form (OBM-5657)
- Subcontractor Letters
- Offeror Certification Form
- ~~Minimum Financial Requirements~~
- Offeror Description
- Assumptions
- Offeror Profile Summary Form
- Personnel Profile Summaries
- Proposed Solution
- Proposed Staffing Plan
  - Time Commitment
- Proposed System Development Life Cycle Methodology/Approach
  - Development & Testing
  - Documentation & Training
  - System Deployment and Post-Deployment
- Proposed System Development/Deployment Plan
  - Support Requirements
  - Equipment and System Elements
- Pre-Existing Materials
- Commercial Materials
- Changes to Attachment Eleven
- Terms for Commercial Materials
- Bond Commitment
- Conflict of Interest statement
- Proof of Insurance
- Payment Address
- Legal Notice Address
- W-9 Form
- Declaration Regarding Terrorist Organizations

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# Ohio Department of Commerce Division of Liquor Control

Retail, Supply Chain Management, and Accounting Systems Modernization Project

## Overview of the Current State

December 2011

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