



Please Read Immediately
This notice issued 04-03-19

City and County of San Francisco, Department of Public Health

1st CHANGE NOTICE

REQUEST FOR PROPOSALS (RFP) 1-2019 VENDOR-HOSTED SOFTWARE INTERAGENCY CASE MANAGEMENT SOLUTION

→ These revisions have been posted and sent to all RFP holders.

► The schedule for this RFP has changed.



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|-------------------------|-----------------------|
| E-Question Session End: | April 17, 2019 |
| Letter Of Intent Due: | April 29, 2017 |
| Proposals Due: | May 6, 2019 |

Proposers are responsible for ensuring that their proposal reflects any and all Change Notices issued by the Department of Public Health prior to the proposal due date regardless of when the proposal is submitted. The Department of Public Health recommends that proposers consult the DPH website frequently to determine if they have downloaded all Change Notices.

The revised RFP and Attachments are now available on the DPH web page:

<https://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/RFP12019.asp>

| Change No. | Page No. and reference | Original RFP and Attachments published on 3/20/19 | RFP and Attachments Amended & Re-Issued on 4/3/19 | | | | | | | | | | | | |
|-------------------------|---|--|--|---------------|-----------------------|----------------|----------------|----------------|---|-------------------------|-----------------------|-----------------------|-----------------------|----------------|--------------------|
| 1 | Cover page | The original RFP stated the following dates in the schedule for this RFP: <table border="1" style="margin-left: 20px;"> <tr> <td>E-Question Session End:</td> <td>April 3, 2019</td> </tr> <tr> <td>Letter Of Intent Due:</td> <td>April 15, 2019</td> </tr> <tr> <td>Proposals Due:</td> <td>April 22, 2019</td> </tr> </table> | E-Question Session End: | April 3, 2019 | Letter Of Intent Due: | April 15, 2019 | Proposals Due: | April 22, 2019 | The RFP is hereby amended to change the following dates in the schedule for this RFP: <table border="1" style="margin-left: 20px;"> <tr> <td>E-Question Session End:</td> <td>April 17, 2019</td> </tr> <tr> <td>Letter Of Intent Due:</td> <td>April 29, 2017</td> </tr> <tr> <td>Proposals Due:</td> <td>May 6, 2019</td> </tr> </table> | E-Question Session End: | April 17, 2019 | Letter Of Intent Due: | April 29, 2017 | Proposals Due: | May 6, 2019 |
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| Proposals Due: | May 6, 2019 | | | | | | | | | | | | | | |
| 2 | Page 4, under “forms that must be completed and submitted with your proposal in order to be considered,” Attachment 1 | The original RFP included forms which have been changed. | The RFP is hereby amended to replace the following forms in their entirety. Please use the forms marked “revised.” <ul style="list-style-type: none"> • Letter of Intent.pdf • Customer Certifications.pdf • Minimum Qualifications.pdf | | | | | | | | | | | | |

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| 3 | Page 5, under Schedule of Events | The original RFP stated the following dates in the schedule for this RFP: | The RFP is hereby amended to change the following dates in the schedule for this RFP: | | |
| | | E-questions (end) | April 3, 2019 | E-questions (end) | April 17, 2019 |
| | | Non-binding Letters of Intent (LOIs) due | April 15, 2019 | Non-binding Letters of Intent (LOIs) due | April 29, 2019 |
| | | Submissions due | April 22, 2019 | Submissions due | May 6, 2019 |
| | | Initial Review | April 2019 | Initial Review | May 2019 |
| | | Technical Review | April/May 2019 | Technical Review | May 2019 |
| | | Announcement of Award | April/May 2019 | Announcement of Award | May 2019 |
| 4 | Page 13, under Section III. Minimum Qualifications, A. Minimum Qualifications and Minimum Qualifications Form | The original RFP did not contain specific language regarding Minimum Qualifications. | <p>The RFP is hereby amended to include specific language regarding Minimum Qualifications in the RFP:</p> <ol style="list-style-type: none"> 1) At least three years of verifiable system integration experience developing vendor hosted multi-phased software applications in established enterprise-wide environments in a private or government institution. 2) Experience with business and technical analysis, quality assurance and testing. This information must include description of the breadth and depth of experience providing these services for several agencies within the same entity or an entity with several existing operational environments. 3) Appropriate and sufficient staff, as determined by the City, will be made available during the specified time period according to implementation timeline proposed by the City. | | |
| 5 | Page 13, under Section III. Minimum Qualifications, A. Minimum Qualifications and Minimum Qualifications Form | The original RFP contained the requirement to submit the RFP’s Minimum Qualifications form. | <p>Please note that the Minimum Qualifications form has been revised (see change #4).</p> <p>The revised form is posted with the amended and re-issued RFP as “Attachment A-1e Minimum Qualifications revised.”</p> | | |

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| 6 | Page 13, under Section III. Minimum Qualifications, B. Mandatory Application Functional and Technical Requirements | The original RFP contained the requirement to submit the RFP's Customer Certifications form. | Please note that the Customer Certifications form has been revised (see change #9). The revised form is posted with the amended and re-issued RFP as "Attachment A-If Customer Certifications revised." |
| 7 | Page 33, under V. Submission Requirements, A. Time and Place for Submission of Proposals | The original RFP stated: "Proposals must be received by 12:00 p.m., on May 22, 2019." | The RFP is hereby changed to state: "Proposals must be received by 12:00 Noon, on May 6, 2019." |
| 8 | Page 35, under V. Submission Requirements, E. Content, 3(A) | The original RFP contained the requirement to submit the RFP's Minimum Qualifications form; in this section, "3. All completed Minimum Qualifications from Attachment 1" (forms) are listed. | The RFP is hereby changed to include a revised Minimum Qualifications form (see change #15). The revised form is posted with the amended and re-issued RFP as "Attachment A-1e Minimum Qualifications revised." |
| 9 | Page 35, under V. Submission Requirements, E. Content, 3(D) | The original RFP contained the requirement to submit the RFP's Customer Certifications form; in this section, "3. All completed Minimum Qualifications from Attachment 1" (forms) are listed. | The RFP is hereby changed to include a revised Customer Certifications form (see change #16). The revised form is posted with the amended and re-issued RFP as "Attachment A-If Customer Certifications revised." |
| 10 | Page 36, under E-Question Session and Contract Award, A. E-Question Session | The original RFP stated that the end date for the E-questions period was April 3, 2019. | The RFP is hereby changed to state that the end date for the E-questions period is April 17, 2019. |
| 11 | Page 36, under E-Question Session and Contract Award, A. E-Question Session | The original RFP stated that the e-mail address to which e-questions should be addressed was: DPH-SFDPHContractsOffice@SFDPH.org | The RFP is hereby changed to state that the e-mail address to which e-questions should be addressed is: SFDPHContractsOffice@SFDPH.org |
| 12 | Attachment A1-11 Letter of Intent RFP 1-2019 revised | The original RFP Attachment A1-1 Letter of Intent form stated that Letters Of Intent (LOIs) were due on April 15, 2019. | The RFP is hereby changed to replace the original RFP's Letter Of Intent (LOI) form in its entirety with the Letter Of Intent form marked "revised," which indicates that LOIs are due to be April 29, 2019. |

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| 13 | Attachment A-1b Form 3 CMD Compliance Affidavit | The original RFP Attachment A contained CMD Compliance Affidavit (form) required under Chapter 14B of the San Francisco Administrative Code. | The RFP is hereby changed to delete the CMD Compliance Affidavit (form) from Attachment A-1, as Chapter 14B of the San Francisco Administrative Code does not apply to this RFP, since the RFP involves federal and State funds. |
| 14 | Attachment A-1e Minimum Qualifications | The original RFP included a Minimum Qualifications form. | <p>The RFP is hereby changed to replace the original RFP’s Minimum Qualifications form in its entirety with the Minimum Qualifications form marked “revised.”</p> <p>The revised form is posted with the amended and re-issued RFP as “Attachment A-1e Minimum Qualifications revised.”</p> |
| 15 | Attachment A-1f, Customer Certification form | The original RFP included a Customer Certification form which contained the language, “Signed by Customers of successful Business Continuity Disaster Recovery Management services to customer within the last five (5) years with sites with similar size and complexity (large integrated delivery network and/or an academic teaching hospital).” | <p>The RFP is hereby changed to replace the original RFP’s Customer Certifications form in its entirety with the Customer Certification form marked “revised,” and which contains the following language: “Signed by Customers of successful case management solutions system services to customer within the last five (5) years with sites with similar size and complexity (large integrated delivery network and/or an academic teaching hospital).”</p> <p>The revised form is posted with the amended and re-issued RFP as “Attachment A-1f Customer Certifications revised.”</p> |

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To access all related documents to this RFP, please go to:

<http://mission.sfgov.org/OCABidPublication/ReviewBids.aspx>

under the "Consultants and Professional Services" Category,

or at:

<http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>

Or contact the Office of Contract Management and Compliance:

Jacquie Hale, (415) 255-3508 SFDPHContractsOffice@SFDPH.org