



**Washington Health Benefit Exchange**  
**RFQQ 16-006 Addendum 2**  
 October 25, 2016

**TO:** Potential Bidders for RFQQ 16-006 and Other Interested Parties  
**FROM:** Erin Hamilton, RFQQ Coordinator  
**SUBJECT:** Addendum 2 to RFQQ 16-006 for “WAHBE SharePoint Version 2.0”

**PURPOSE:** The purposes of this addendum are:  
 1) To revise the procurement timeline and due dates to allow more time for HBE to properly respond to vendor’s questions as well as allow more time for vendors to construct and submit proposals; and  
 2) To correct a formatting error in section 4.2.7 by removing content from the section and adding it to a new section (4.2.8).

**1. REVISED TIMELINE AND DUE DATES:**

Section 1.10 “Procurement Schedule” is amended to read as follows:

**1.10 Procurement schedule**

This RFQQ is being issued under the following Schedule. The Response deadlines are mandatory. Failure to meet any of the required deadlines (dates and times) will result in disqualification from participation.

Item	Action	Date
1	WAHBE issues Request for Quotes and Qualifications	October 4, 2016
2	<a href="#">Vendor Conference</a> via Webinar – 1:00p.m. PT	October 11, 2016
3	Vendors may submit written questions until 3:00 p.m. PT	October 21, 2016
4	WAHBE will issue responses in an Addendum	<del>October 28, 2016</del> November 4, 2016
5	Vendors must submit Responses to RFQQ <del>Work Request</del> by 3:00 p.m. PT	<del>November 9, 2016</del> December 2, 2016
6	WAHBE evaluation of Responses	<del>November 29 – December 15, 2016</del> December 5 - 23
7	Vendor Oral Presentations	<del>December 19 – 31, 2016</del> January 3 - 6, 2017
8	WAHBE notifies Apparently Successful Vendors (ASV) and begins negotiations. WAHBE also notifies unsuccessful Vendors	<del>January 9, 2017</del> January 13, 2017
9	Vendor Debriefings	<del>January 10-13, 2017</del> January 17 - 20
10	Contract(s) Execution	February 1, 2017

## 2. REVISED LANGUAGE:

Subsections 4.2.7.4 through 4.2.7.6 are hereby removed from Section 4.2.7. "Experience and Qualifications of Proposed Team and Lead (Mandatory; Scored)". The language is hereby added to a new section, hereafter known as Section 4.2.8, to read as follows:

### 4.2.8 Cost Proposal (Mandatory; Scored)

Utilizing the "Cost Proposal Worksheet" provided in Exhibit B, provide responses to the following:

- 4.2.8.1. The Vendor is to include in their cost proposal all direct and indirect costs associated with completing the project as described in Section 2 "Scope and Deliverables" including, but not limited to: administrative; facilities; travel; labor; licenses; and taxes. No additional charges for other expenses shall be allowed.
- 4.2.8.2. For any additional work that may be authorized under the resulting contract, associated Statements of Work (SOW) or Change Orders, the Vendor must state the Staff Level, Title, and the Hourly Rate that will be charged for Vendor staff. This rate will not be a factor in the selection of the Apparently Successful Vendor, however no higher rates may be charged under the resulting contract. If selected as the Contractor, lower rates may be quoted or negotiated for any additional SOW's. HBE additionally reserves the right to discuss fixed-price deliverable based SOW's. On an exception basis included in an executed SOW, travel reimbursement may be authorized in accordance with the Washington Health Benefit Exchange travel policy.
- 4.2.8.3. At the discretion of WAHBE, there may be an addendum resulting from this RFQQ to provide intranet site maintenance services. Please provide intranet site maintenance hourly rate(s), which may include multiple categories, for services to make site changes/upgrades as WAHBE business needs change, troubleshoot "bugs" that may show up over time, and provide site administrator support. This rate will not be a factor in the selection of the Apparently Successful Vendor, however no higher rates may be charged under the resulting contract. If selected as the Contractor, lower rates may be quoted or negotiated.

Please contact the RFQQ Coordinator at [contracts@WAHBExchange.org](mailto:contracts@WAHBExchange.org) if there are any questions concerning this Addendum.

Respectfully,

Erin Hamilton  
RFQQ Coordinator  
[contracts@wahbexchange.org](mailto:contracts@wahbexchange.org)