

**STATE OF WASHINGTON**  
**OFFICE OF THE SECRETARY OF STATE**  
**WASHINGTON STATE LIBRARY**

**RFP 23-04 – E-Rate Category 1 Internet and WAN Services**  
**for the Washington State Library Technology Consortium (LIBTECH)**

**AMENDMENT NO. 4**

(January 26, 2023)

**SUMMARY**

**This Amendment No. 4 to RFP 23-04:**

- Notifies vendors to refrain from performing library site visits in developing cost estimates for their proposals; and
- Revises the current schedule of procurement activities to provide vendors an additional week to prepare and submit proposals, extending the due date for submission of proposals from February 2, 2023 to February 9, 2023

**1. NOTICE TO VENDORS REGARDING CONSORTIUM MEMBER LIBRARY SITE VISITS**

In order to conduct a fair solicitation process with equal access to information, we ask that vendors refrain from conducting library site visits, either themselves or through a third party working on their behalf, to develop cost estimates for their proposals. Washington State Library staff are unable to be on-site for this activity, and the local libraries and their staff are unprepared to receive vendors or contractors for this purpose.

We appreciate vendors' efforts to obtain and provide the best possible estimates for their proposals, and understand how challenging that can be when there are conditions or circumstances that, if known, would have a bearing on or could improve those estimates. Nevertheless, vendors should use other means to accomplish this during the bidding phase of this process. The apparent successful bidder may conduct site visits and refine its cost projections if necessary during the contracting phase and/or whenever service is added to a new library.

## 2. SECOND REVISED SCHEDULE OF PROCUREMENT ACTIVITIES

The SECOND REVISED SCHEDULE OF PROCUREMENT ACTIVITIES set forth below replaces the REVISED SCHEDULE OF PROCUREMENT ACTIVITIES from Amendment No. 1 to RFP 23-04. The dates that have changed are in *italics*:

### SECOND REVISED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue RFP	December 19, 2022
Question and Answer Period	<del>December 19, 2022 to January 13, 2023</del>
Last Date for Questions regarding RFP	January 13, 2023
Preproposal Conference	January 6, 2023
Publish Q&As from Preproposal Conference on WEBS and OSOS website	January 13, 2023
Publish complete list of Q&As on WEBS and OSOS website	<i>January 19, 2023</i>
Last Amendment to RFP	<i>January 26, 2023</i>
Last Date for Complaint	<i>February 2, 2023</i>
Proposals Due	<i>February 9, 2023</i>
Evaluate Proposals	<i>February 10 to February 19, 2023</i>
Announce Apparent Successful Contractor and Notify Unsuccessful Contractors	<i>February 20, 2023</i>
Hold Debriefing Conferences (if requested)	See Section 4.10
Protest	See Section 4.10
Negotiate Contract	<i>February 20 to February 28, 2023</i>
Begin Contract Work	<i>July 1, 2023</i>