



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES

PROCUREMENT DIVISION

April 6, 2006



Dear Mr. [REDACTED]

The State's Evaluation and Selection Team has completed its review of your draft proposal for RFP DMV MCD05-0001 for the Department of Motor Vehicles, International Registration Plan (IRP) System Replacement Project. Attached you will find an evaluation of your proposal, as well as a few general reminders for all bidder's consideration. Please review it carefully.

Please refer to Section II (C.2.a) of the RFP concerning the intention of this review of your draft. The State Evaluation Team will evaluate each Draft Proposal and notify the Bidder of any defects it has noted. Such notification is intended to minimize the risk that the Final Proposal will be deemed non-responsive; however, **the State will not provide any warranty that all defects in the Draft Proposal have been detected and that such notification will not preclude rejection of the Final Proposal if such defects are later found.**

If, prior to the date of the final bid, you have questions you feel will best be answered in confidential discussions in our offices with the Evaluation and Selection Team rather than through some other informal format, we will endeavor to schedule such a meeting as time permits. The agenda shall consist of the items attached herein and directly in response to your RFP Draft submittals. If your firm would like to add agenda items they must be emailed to my attention three (3) business days prior to the scheduled meeting time. You may find that scheduling a conference call with the evaluation team may suffice in lieu of a formal confidential discussion. Confidential discussions may be scheduled on April 17 from 1:00 to 3:00 for a conference call only or between 9:00-11:00 and 1:00-3:00 April 18 through April 21, 2006. Conference calls are also available at those times. Please feel free to contact me with any questions.

Sincerely,

Dawn Ford  
Technology Acquisitions Section  
Procurement Division  
916-375-4376

Attachment

DVBE Participation Requirements: Be sure to use the updated Std. 840 with your proposal and the new GSPD-05-105 and Std 843 if you are claiming the DVBE incentive.

The Evaluation Team found that there were consistent errors in all draft proposals. The State will be clarifying these requirements/forms so that all bidders will have an opportunity to correct these errors.

Bidders should give all information regarding a requirement in one location. If this is not feasible, please reference the exact Volume, tab and page number that the evaluation team can find the supporting documentation. Unclearly referencing different sections, requirements or attachments may delay evaluations and may cause uncertainty when scoring the response to the requirement.

Be sure to include the latest Addendum forms in the final proposal. Updates may have been made to the requirement or form that, if not addressed by the bidder, may be considered a material deviation.

Item Number's marked with (M) are considered a material deviation from the RFP requirement and would cause rejection due to non-compliance in the final proposal.

ITEM NUMBER	Bidder's Volume, Section	RFP Section and Description	Identified Errors, Inconsistencies, Comments
1	ALL	Section VIII.A	Submission was not labeled draft proposal. Bidder must label final proposal as "Final."
2	n/a	Section VIII.A	Electronic copy of proposal was not received.
3	n/a	Section VIII.A	Cost proposal did not include bidder's address on the envelope.
4	Volume 2	Section VIII.B.2 Appendix B Model Contract	Final proposal must include original signatures on the Standard Agreement. Bidder must not fill in the term of the contract on the final proposal.
5	Volume 3	Section VIII.A	One of the copies of each volume must be clearly marked "Master Copy."
6	Volume 1 Section 4 (M)	Section V.A. Administrative Requirements Response Matrix  Admin Req 2	Bidder checked "no" for Administrative Requirement 3.
7	Volume 1 Section 4	Section VIII.D.1  Section V.A  Appendix D	Administrative Requirements Response Matrix, Appendix D. The State will modify RFP language to clarify which Administrative Requirements require additional information to be submitted by the bidder.
8	Volume 1 Section 4 (M)	Section VIII.D.1 Section 4	Standard form 840 (form 5.6) is not included in proposal.