

**Amendment #1 to RFP# OCA-133: Website Redesign Services  
Clarification of Due Date Times and Page Limits**

The New York State Unified Court System, Office of Court Administration (“OCA”) regrets that certain submission times and information regarding page limits were unintentionally omitted from the above referenced RFP. Therefore, OCA **is amending the RFP specifications as follows** (amended terms appear in **red**):

**1.) 1.2 Key Bid Dates**

<b>EVENT</b>	<b>DATE</b>
<b>RFP Issue Date</b>	June 22, 2023
<b>RFP Question Due Date</b>	July 11, 2023 <b>at 5:00 PM EDT</b>
<b>Pre-Bid Conference Date</b>	July 27, 2023 <b>at 1:00 PM EDT</b>
<b>Proposal Submission Deadline Date</b>	<b>August 31, 2023 at 3:00 PM EDT</b>
<b>Selection of Finalists</b>	Week of September 11, 2023
<b>Oral Presentations and/or Product Demonstrations by Finalists</b>	Week of September 25, 2023
<b>Best and Final Offers Deadline from Finalists</b>	October 5, 2023 <b>at 3:00 PM EDT</b>
<b>Estimated Contract Start Date</b>	November 2023

**2.) 7.7 Questions**

Any and all questions bidders may have in connection with this solicitation are to be directed by email only to:

Jessica St. Hilaire, Assistant Court Analyst  
[JStHila@nycourts.gov](mailto:JStHila@nycourts.gov)

Please indicate in “Subject” field: “RFP # OCA - 133 – Question(s).”

The deadline to submit questions is July 11, 2023 **at 5:00 PM EDT**. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be posted on the UCS website at [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under RFP # OCA - 133.

**3.) 7.8 Pre-Bid Conference**

A pre-bid conference will be held virtually on the Microsoft Teams platform on July 27, 2023 **at 1:00 PM EDT**. Examples of UCS Intranet webpages will be shown. While this conference is not mandatory, bidders are strongly encouraged to attend to benefit most directly and immediately from any issues or clarifications presented. Bidders must notify Jessica St. Hilaire at [JStHila@nycourts.gov](mailto:JStHila@nycourts.gov) of their planned attendance. A link to the pre-bid conference will be sent to Bidders by email several days prior to the pre-bid conference. The pre-bid conference will be recorded, and a link to the recording will be furnished upon request until the Proposal Submission Deadline Date.

#### **4.) 6.2.2 Responses to Exhibit D – Technical Proposal Components and Weighting**

Paragraph beginning with “The narrative should not exceed 40 pages...” is amended herein by adding the following documents not included in the page count:

- **Resumes for current employees to be assigned to the Project team and job descriptions for positions not yet filled that will be assigned to the Project team.**

#### **5.) Exhibit D, Table Three: Components**

Component # B3 is amended herein by adding the following note:

- **(Note: Resumes for current employees and job descriptions for positions not yet filled will not count toward the page limit for the response to Exhibit D.)**

**All other RFP specifications remain the same.**

Amendment 1 to the RFP will be available for download/printing by close of business today, July, 11, 2023 at [Current Solicitations \(Bids\) | NYCOURTS.GOV](#) under “Current Solicitations”, RFP OCA-133. It will also be uploaded to the New York State Contract Reporter.

We apologize for any inconvenience.