

AMENDMENT # 1

SECTION III

SCHEDULE OF EVENTS

STATE OF LOUISIANA

DIVISION OF ADMINISTRATION

Office of Group Benefits

NOTICE OF INTENT TO CONTRACT (NIC)

FOR

ON-SITE CUSTOMER SERVICES

ISSUED DATE: November 15, 2005

SECTION III
SCHEDULE OF EVENTS

A. Time Line

Public notice by advertising in the official journal of the state	November 9, 2005
NIC distributed or made available to prospective proposers	November 9, 2005
Posted on OGB Website/LAPAC	November 9, 2005
Notification to OGB of Interest to Submit a Proposal (MANDATORY)	November 28, 2005
Deadline for receipt of written questions	November 28, 2005
Issue answers to written questions	December 1, 2005
Proposer's Conference (MANDATORY)	December 6, 2005
Proposals due	December 19, 2005
Follow-up discussions/Interviews	TBD
Probable selection and notification of award	TBD
Probable Contract effective date	TBD

NOTE: OGB reserves the right to deviate from this schedule.

B. Mandatory – Notification to OGB of Interest to Submit a Proposal

All interested Proposers shall notify OGB of its interest in submitting a proposal on or before date listed in the Schedule of Events. Notification should be sent to:

Brenda St.Romain
Deputy Assistant Secretary
Office of Group Benefits
Post Office Box 44036
Baton Rouge, LA 70804
Fax: (225) 925-4721 E- Mail: bstromain@ogb.state.la.us

NOTE: Proposals will only be accepted from Proposers that have met this requirement of notification to OGB of their interest to submit a Proposal.

C. Written Questions on the NIC

Written question regarding the NIC should be received in the office of the Chief Executive Officer of OGB not later than 4:00 p.m. (CDT) on the date indicated in the schedule of events. Written questions should be directed to the address listed on Page 7, Section B.

D. Mandatory – Proposers Conference (In Person)

The Proposers Conference will be held in the boardroom at 10:00 a.m. Central Standard Time (CST) on the date listed in the Schedule of Events at the following location:

Office of Group Benefits
5825 Florida Blvd.
Second Floor
Baton Rouge, LA 70806

A representative of your organization **must** participate in person at the Mandatory Proposers Conference. **Proposals submitted by any organization that does not have a representative attend the Proposers Conference will not be considered for award.** OGB staff will be available to discuss the proposal specifications with you and answer any questions you may have in regards to submitted questions.

E. Proposal Due Date

The original proposal must be signed by an authorized representative of your firm/organization and delivered, together with five (5) numbered copies, between the hours of 8:00 a.m. and 4:00 p.m. Central Standard Time (CST) on or before the date listed in the Schedule of Events at the address listed on Page 19, Section B.

Note: Please note that “by telephone” has been deleted. Attendance must be “in person”.