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**State of Washington**

Contracts and Procurement Division

Department of Enterprise Services

P.O. Box 41411

Olympia, WA 98504-1411

**Solicitation Amendment**

Solicitation No.: 01924

Amendment No.: 2

Effective Date: January 29, 2025

**Amendment No. 2**

**to**

**Solicitation No. 01924**
**Personnel Investigator Services and Digital Forensics Services**

This Amendment (“Amendment”) to Solicitation No. 01924 is effective immediately. Amended Exhibit D- Cooperative Purchasing Agreement Amd #2 is not required to be submitted with proposals. All other terms, conditions, and specifications remain unchanged.

P U R P O S E

The Purpose of this amendment is to capture the following changes:

* Change #1 - Exhibit D, Cooperative Purchasing Agreement, Section 8.7 – Confidential Information; Data Security; Network Access, paragraph (c). Added sentence to clarify disclosures. This change reads as follows (highlighted):
1. Contractor Obligation – Confidential Information. Except to the extent that such disclosures are necessary for carrying out the purpose of the Contract, Contractor shall: (i) hold Confidential Information in strictest confidence and not make use of Confidential Information for any purpose other than the performance of this Contract; (ii) release Confidential Information only to authorized employees or agents requiring such information for the purpose of performing this Contract and who have executed an appropriate nondisclosure agreement or data sharing agreement as approved by Purchaser; (iii) implement and maintain physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information including, but not limited to, storing Confidential Information on secure servers with access to the data strictly controlled and limited to staff with appropriate training and clearance; and (iv) ensure that all Confidential Information is encrypted in transmission from and to Contractor, at rest in the data base or other data facility maintained or used by Contractor, and when transmitted to authorized recipients.
* Change #2 – Exhibit D, Cooperative Purchasing Agreement, Section 12 – Records Retention and Audits. Added sentence to clarify. This change reads as follows (highlighted):
	1. Records Retention. Contractor shall maintain books, records, documents, and other evidence pertaining to this Cooperative Purchasing Agreement and orders placed by Purchasers under it to the extent and in such detail as shall adequately reflect contract performance and administration of purchases, payments, taxes, and fees. Contractor shall retain such records for a period of six (6) years following expiration or termination of this Cooperative Purchasing Agreement or final payment for any order placed by a Purchaser against this Cooperative Purchasing Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved. Purchaser shall give notice in writing to Contractor prior to the expiration of this period of such litigation, claim, or audit.
* Change #3 - Amendment #1 document

Amendment #1 document stated,

“This Amendment (“Amendment”) to Solicitation No. 01924 is effective immediately. Amended Exhibit B-2 Performance Requirements Amd #1 and Exhibit D- Cooperative Purchasing Agreement Amd #1 are required to be submitted with proposals. All other terms, conditions, and specifications remain unchanged. “

Exhibit D – Cooperative Purchasing Agreement (neither Amendment #1 nor Amendment #2) needs to be submitted with proposals. This is for information and review only. Please follow the bid submittal requirements per the Competitive Solicitation, Section 4.3 Bid Submittal Checklist.

Any communications regarding this amendment must be addressed to the Procurement Coordinator listed below.

Maree George, Procurement Coordinator

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