

Pete Ricketts, Governor

## **ADDENDUM THREE**

DATE: April 18, 2016  
TO: All Vendors  
FROM: Jennifer Crouse/Nancy Storant, Buyers  
State Purchasing Bureau  
RE: RFP Number 5208Z1

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### **SCOPE OF ADDENDUM**

#### **Clarification of Submission of Proposals**

Bidders should submit one (1) original electronic file of the entire proposal on a USB flash drive. Proposals must be submitted by the proposal due date and time. No paper copies are being requested and will not be accepted.

On the USB flash drive, it should consist of two files: 1) Technical Proposal and 2) Cost Proposal. When the electronic copies are printed from the USB flash drive, they should be able to print on standard 8 ½" X 11" format. Pages may be consecutively numbered for the entire proposal, or may be numbered consecutively within sections. Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text.

Important: This RFP provides two options for bidding to provide a CMS for NCBVI:

1. Option 1: SaaS Solution, or
2. Option 2: License, Maintenance, and Support Solution.

For each option bid, a USB flash drive should be labeled with the option being bid and should be submitted and packaged separately.

Any submitted proprietary information for either option should be submitted on a separate USB flash drive and should be labeled as such, including the option being bid.

This addendum will become part of the proposal and should be acknowledged with the RFP.