August 16, 2017

To: All Potential Respondents

From: Nancy Wheelock, Purchasing Agent

Subject: RFP1118671003 - Software for Janitorial/Housekeeping Services Administration

**Addendum One**

**Please amend the subject RFP to include the following language:**

The state has amended RFP1118671003 in the sections listed below. All amendments are highlighted in yellow in the amended version of the RFP document named “RFP1118671003 – IVH Janitorial & Housekeeping Software FINAL Amend 8.16.17”. ***Respondents shall use the amended version provided on the Bid Opportunities website when responding to RFP1118671003.***

**Sections amended are:**

**RFP Cover Sheet, Page 1**

***Amendment 1:***  Revised the Contract term beginning and ending dates; revised the Procurement Time Table Due Dates

**Contractor questions are now due on: August 28, 2017 no later than 3:00 p.m. (CT).**

**Proposals are now due on: SEPTEMBER 21, 2017 no later than 3:00 p.m. (CT).**

**Section 1.4 – Background Information, Page 5**

***Amendment 2:***  Replaced the word “*invoicing*” with “*reporting*”

**Section 4 – Scope of Work, Pages 19 and 20**

***Amendment 3:***  Added the following language to Section 4 – Scope of Work introduction paragraph:

*If Contractor’s Proposed Solution does not currently meet all of the specifications and requirements listed in Section 4 of this RFP, then Contractor shall explain the exception and whether the Proposed Solution can be customized to provide the specifications and requirements listed. All exceptions to the specifications and requirements shall clearly identify the specific section number affected.*

*Costs associated with customization shall be included in Contractor’s Cost Proposal. Customization services and pricing may be negotiated with the successful Contractor during the contracting period.*

***Amendment 4:***  Section 4.4.2 was deleted in its entirety and replaced with the following language:

 *Proposed Solution shall have the ability to produce reports on a monthly basis which can confirm the accuracy of monthly fees being charged. Contractors shall submit sample reports specific to monthly costs in the Proposal.*

**Section 5.1 – Mandatory Specifications**

***Amendment 5:*** The mandatory specification, Section 5.1.3, is deleted in its entirety from the RFP.

***Amendment 6:*** The mandatory specification, Section 5.1.4, is deleted in its entirety from the RFP.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name