

February 23, 2022

To: All Potential Respondents

From: Laura Shannon, Purchasing Agent

Subject: RFP1722131001 – Instructional Materials Production Tracking Software

Addendum One

A. Breakdown of the evaluation criteria and points for this RFP include:

Technical (Required) Scored Points -	700
Cost Points -	300
TOTAL POINTS AVAILABLE –	1,000

Background Information	Exhibit 4	25
Experience	Exhibit 5	25
Equipment Description	Exhibit 10	50
System Description	Exhibit 11	150
Implementation Plan	Exhibit 12	75
Accessibility	Exhibit 13	100
Security	Exhibit 14	75
Reporting	Exhibit 15	50
System Training and Tutorials	Exhibit 16	75
Optional Features	Exhibit 17	25
Service and Maintenance	Exhibit 18	25
Warranty	Exhibit 19	25

B. Minimum Technical Score required - **350**