



Delaware Health
And Social Services

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 16, 2016

HSS-16-001

State Disbursement Unit Automated System

for

Division of Child Support Services

Date Due: July 20th, 2016
By 11:00 am Local Time

Addendum # 1 to Request for Proposal

Appendix A, Section IV.F, page 42, Paragraph 1 and 2 should be amended to state:

“Vendors shall provide proposal packages in the following formats:

1. Four (4) paper copies of the vendor proposal paperwork. **One (1) paper copy must be an original copy, marked “ORIGINAL” on the cover, and contain original signatures.**
2. Four (4) electronic copies of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copies of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).”

Appendix B, Section IV.A, page 34, should be amended to state:

“The proposal must be submitted in two (2) separate hardcopy volumes bound separately and submitted under separate cover.

Volume 1 – Technical Proposal

Volume 2 – Business Proposal

Response copies of each volume:

One (1) signed original and three (3) copies.

Four (4) CD's with electronic versions of the entire proposals in Adobe.pdf and Microsoft Word.doc (2010 or higher) formats or on USB memory stick. This will be used for researching the proposals and reprinting as necessary.”

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