

ADDENDUM

Date: **July 17, 2020**
Subject: **Revised Instructions for Proposal Submission;
Electronic Submissions Required**

RFP Number: **20191104**
Due Date/Time: **August 28, 2020 1:00PM ET**
Addendum Number: **2**

To All Offerors:

A solicitation "Addendum" is defined by the Commonwealth of Pennsylvania as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Request for Proposals or Request for Quotations).

List any and all changes:

- Below are revised instructions for submitting electronic proposals. Note electronic submissions are required and no paper copies or USB drives will be accepted.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: **Joshua D. Greene**
Title: Issuing Officer
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Revised Instructions for Proposal Submission; Electronic Submissions Required

In light of office closures relative to the COVID-19 pandemic, the PLCB is revising the Proposal Submission requirements detailed in the RFP Calendar of Events (page iv) and Section I-11A of the RFP (page 3) as follows:

- Neither paper copies of proposals nor USB drives will be accepted.
- No proposals will be physically accepted at PLCB Headquarters or any other physical address.
- For an Offeror's proposal to be considered, the Offeror must:
 - Contact Issuing Officer Josh Greene identifying an email address to be granted access to upload files to a OneDrive folder established by the PLCB.
 - After being granted access to the OneDrive folder, the Offeror must upload a single copy of each of three separate electronic files (the technical proposal, the small diverse business proposal and the cost proposal) by 1:00 PM ET on August 28, 2020.
 - All proposals must be properly signed, per the [signature requirements of the Pennsylvania Procurement Handbook](#).