

Date:	<b>September 19, 2014</b>
Subject:	<b>Removal of Small Diverse Business references in RFP</b>
Solicitation Number:	<b>3513R10</b>
Due Date/Time:	<b>October 16, 2014 no later than 2:00 PM</b>
Addendum Number:	<b>3</b>

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals), including but not limited to questions and answers, which are considered a material part of the solicitation.

**Please see the following update:**

Addendum 3 does the following:

- Removes **the first paragraph of Section I-12 – Proposals** in its entirety and Replaces it with the following:
  - **I-12. Proposals.** To be considered, Offerors should submit a complete response to this RFP to the Issuing Office, using the format provided in **Part II**, providing **11 paper copies of the Technical Submittal and two (2) paper copies of the Cost Submittal**. For each submittal type (i.e. Technical and Cost), Offerors must submit at least one (1) copy bearing an original signature. In addition to the paper copies of the proposal components, Offerors shall submit two (2) **complete and exact** electronic copies of the proposal components on separate CDs or Flash drives in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. The Offerors may not lock or protect any cells or tabs. Offerors should ensure that there is no costing information in the technical submittal. Offerors should not reiterate technical information in the cost submittal. The CD or Flash drive should clearly identify the Offeror and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Offeror shall make no other distribution of its proposal to any other Offeror or Commonwealth official or Commonwealth consultant. Each proposal page should be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (**Appendix F** to this RFP) and the Proposal Cover Sheet is attached to the Offeror’s proposal, the requirement will be met. For this RFP, the proposal must remain valid for **120** days or until a contract is fully executed. If the Issuing Office selects the Offeror’s proposal for award, the contents of the selected Offeror’s proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.
- Removes **subsection D to Section I-18 – Best and Final Offers** in its entirety.



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- Removes **the first paragraph of Section II – Proposal Requirements** in its entirety and Replaces it with the following:
  - Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal should be kept separate from and not included in the Technical Submittal. Each Proposal shall consist of the following three separately sealed submittals:
  
- Removes **Section III-3 – Evaluation** in its entirety and Replaces it with the following:
  - **III-3. Evaluation.** The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. The Issuing Office will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors.
  
- Removes **subsection A to Section III-6 – Final Ranking and Award** in its entirety and Replaces it with the following:
  - **III-6. A.** After any best and final offer process conducted, the Issuing Office will combine the evaluation committee’s final technical scores, the final cost scores, and (when applicable) the domestic workforce utilization scores, in accordance with the relative weights assigned to these areas as set forth in this Part.

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

Regards,

**Amanda Weaver** | Issuing Officer  
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