



SOLICITATION ADDENDUM

Date: **July 8, 2020**
Subject: **Board Governance Consulting Services**
Solicitation Number: **PSERS RFP 2020-7**
Due Date/Time: **July 9, 2020 4:30 PM**
Addendum Number: **3**

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).

List any and all changes:

PSERS has discovered that potential bidders may encounter difficulties while sending Proposals via email and attaching a “.zip file” as instructed in the question and answer Addendum posted on eMarketplace.

PSERS is changing the language of Question 2 in the Q&A for RFP 2020-7 Board Governance Consultant Addendum and providing Potential Bidders the following instructions for submitting their Proposal via email.

Offerors may submit a complete response to this RFP to the Issuing Office, (cgusler@pa.gov) using the format provided in Section I-1 1B, providing a single electronic ".txt" file without password or encryption and should be smaller than 30 megabits in total size. Included should be separate files for the Technical Submittal; the Cost Submittal; and the Small Diverse Business and Small Business (SDB/SB) Participation Submittal including related Letter(s) of Intent. The electronic submission must be in Microsoft Office Word or Microsoft Office Word compatible format and any spreadsheets must be in Microsoft Excel. The Offerors may not lock or protect any cells or tabs.

Type of Solicitation: Choose an item.

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: Cathy Gusler
Title: Procurement Specialist
Phone: 717-585-3802
Email: cgusler@pa.gov