



Commonwealth of Pennsylvania

Date: **April 21, 2016**
Subject: **Identity & Other Verification Services**
Solicitation Number: **RFP 13-15**
Opening Date/Time: **May 17, 2016 2:00 PM**
Addendum Number: **6**

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:

Please find attached to the solicitation an additional question and response as follows:

Question: RFP Section II-5 on page 15 requests "a minimum of three (3) client references for Key Personnel." The section says Key Personnel include: a project manager, an account manager, and a customer support manager. The project manager can also serve as the account manager, creating the possibility of two total Key Personnel. Please confirm: are three client references (Appendix I) required for each Key Personnel, totaling six or nine Appendix I's depending on how many Key Personnel there are? Or are three total client references required for Key Personnel, regardless of how many Key Personnel there are (two or three)? Or if an Offeror has only two Key Personnel (in the scenario where the project manager also serves as the account manager), can the Offeror provide a total of two client references, one for each Key Personnel?

Response: Three client references are required for each Key Personnel.

For electronic solicitation responses via the SRM portal:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to "My Notes", use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

For solicitations where a "hard copy" (vs. electronic) response is requested:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Pennsylvania Department of Human Services
Division of Procurement & Contract Management
Room 402 Health and Welfare Building
625 Forster Street, Harrisburg, PA 17120



Commonwealth of Pennsylvania

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.

Very truly yours,

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