



Date:	June 4, 2025
Subject:	Revision of Technical Submittal, Revision of Cost Submittal, Extend Question and Answer Submission Board Deadline
Solicitation:	RFP 3523R14 - Local Technical Assistance Program (LTAP)
Due Date/Time:	June 12, 2025 at 2:00 PM
Addendum Number:	Seven

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 updates:

Addendum Number Seven does the following:

1. Updates the language in **Section I-5 Reports and Project Control, Part F. Invoicing** of the **Technical Submittal Template** contained in **Buyer Attachments**:

From:

Tasks will be identified within the RFP Cost Submittal Template as "Cost Reimbursement".

1. **"Cost Reimbursement"**. The Selected Offeror will follow **2. Invoice Submission** below on a monthly basis, when Task expenditures exceed \$200.00
2. **Invoice Submission**: Prior to invoice submission for payment, the Selected Offeror will submit the following to the PennDOT Project Manager in a reproducible electronic version compatible with Microsoft Office products for review on the fifteenth (15th) day of the following month:
 - i. Invoice Cover Sheet
 - ii. Draft invoice
 - iii. Necessary supporting documentation for the given time period
 - iv. **Confirmation of Services Form (OS-501)** located in the Buyer Attachments.

All invoices should be submitted as per section **V.21 CONTRACT-015.2 Billing Requirements** of the **Contract Terms and Conditions** contained in the **Buyer Attachments**. Additional information regarding invoice submission and payments may be found on the [Office of Budget](#) website.

To:

Tasks will be identified within the RFP Cost Submittal Template as "Deliverable".

Invoice Submission: Prior to invoice submission for payment, the Selected Offeror must submit the following to the PennDOT PM in a reproducible electronic version compatible with Microsoft Office products for review on the fifteenth day of the following month:

- ✓ Invoice Cover Sheet
- ✓ Draft invoice
- ✓ Necessary supporting documentation and monthly report(s) for the given time period

Confirmation of Services Form (OS-501) located in the **Buyer Attachments**. **No final invoice shall be submitted for payment until the signed OS-501 is provided by the PennDOT PM.**

All invoices should be submitted as per section **V.21 CONTRACT-015.2 Billing Requirements** of the **Contract Terms and Conditions** contained in the **Buyer Attachments**. The Selected Offeror shall submit the final invoice within sixty (60) days after notification of receipt and acceptance of the performance of all services by PennDOT.

Additional information regarding invoice submission and payments may be found on the [Office of Budget](#) website.

2. Replaces the **Cost Submittal Template** in RFP **Questions, Group 1.3: Cost, Question 1.3.1** in its entirety with an updated version dated June 4, 2025 to allow for unit (quantity) pricing, reflecting the following changes:
 - a. Adds subtasks to the RFP Cost Submittal tab.
 - b. Adds subtasks to the individual Task tabs.
3. Extends the Questions and Answer Board Submission Deadline to June 10, 2025 at 2:00 PM.

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,

Deborah Martin

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