

## SOLICITATION ADDENDUM

Date: **February 5, 2024**  
Subject: **Third Party Administrator/Recordkeeper (TPA)**  
Solicitation Number: **SERS RFP #23-028**  
Due Date/Time: **March 15, 2024 4:00PM**  
Addendum Number: **1**

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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).

As per SERS RFP #23-028 section 2.3. Pre-Proposal Conference and Written Questions, A pre-proposal conference will be held at SERS offices and virtually on February 8, 2024. (Beginning at 3 p.m. eastern standard time.) Each proposer may attend the pre-proposal conference where the procurement process and technical requirements of the proposal will be presented, and offerors will be provided the opportunity to ask clarifying questions.

**If attending the Pre-Proposal Conference in person:**

**TPA Recordkeeper RFP Pre-Proposal Conference Location:**

SERS, 30 North Third Street, 5<sup>th</sup> Floor, Board Room, **Harrisburg**, PA 17101

**Getting there from Street Level**

The street level entrance to SERS is located on Third Street between Wells Fargo Bank and the Whitaker Center.

**From Walnut Street Garage**

- Take the elevator to floor “A”.
- Go up the stairs (or take the ramp) and turn left.
- Take the walkway on the left across from the giant shopping bag and Wells Fargo ATM
- Go down the stairs on the right (or take an elevator). At the bottom of the stairs, turn left.
- Go past the security guard to the elevator bank, to the 5<sup>th</sup> floor.
- When you get off the elevator at the 5<sup>th</sup> floor you will see SERS’ lobby directly ahead, please enter, and register.

**From Strawberry Square Food Court**

- From the food court, take the walkway that crosses above Third Street toward the Hilton
- Take the walkway on the right across from the Wells Fargo ATM and giant shopping bag. It’s before the entrance to the Whitaker Center.



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BUREAU OF PROCUREMENT

- Go down the stairs on the right (or take an elevator). At the bottom of the stairs, turn left.
- Go past the security guard to the elevator bank to the 5<sup>th</sup> floor.
- When you get off the elevator at the 5<sup>th</sup> floor you will see SERS' lobby directly ahead, please enter, and register.

**If attending the Pre-Proposal Conference via Micro Soft TEAMS:**

**An RSVP to the Pre-Proposal Conference is required and due via email to the Issuing Officer, Cathy Gusler [cgusler@pa.gov](mailto:cgusler@pa.gov) no later than February 7, by 2:00 PM.**

**Please email Cathy Gusler if you have not received your TEAMS' invitation by noon on Thursday, February 8<sup>th</sup>.**

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: Issuing Officer  
Email: [cgusler@pa.gov](mailto:cgusler@pa.gov)