



**DALLAS COUNTY
PURCHASING DEPARTMENT**
900 Jackson Street, (Founders Square)
6th Floor, Suite 680
Dallas, Texas * 75202
Charles Price
Interim Purchasing Director

May 30, 2018

ADDENDUM # 1

SOLICITATION # 2018-040-6733

**REQUEST FOR PROPOSAL FOR COUNTY CLERKS ELECTRONIC DOCUMENTS AND FORMS CREATION AND
SUBMISSION SERVICES**

WHEREAS, the following information which was part of the original RFP, was included in error and is not a requirement for the request for proposal "Electronic Document and Forms Creation and Submission Services":

- Page 16 of the RFP specific to Section 6.3.6.5 f., which states "Provide a narrative that details the special/unique qualifications and/or experiences of the Proposer and/or any member of its team, which make it uniquely capable to provide staffing services to Dallas County. Describe what sets your agency apart from other staffing agencies, and why and how you are qualified to handle the Dallas County as a client."
- Page 16 of the RFP to Section 6.3.6.5 g, which states "Provide proof of any applicable certifications, licenses and credentials of staff committed to this contract including their names and documentation of their training successfully completed. Not contract shall be awarded except to responsible firms capable of providing the class of service described."
- Page 16 of the RFP Specific to section 6.3.6.5 i., which states "Provide written verification certifying that all temporary employees provided by your firm will be considered employees of your firm, or of your agency's subcontractors, as applicable, and that your agency or your subcontractor will be responsible for maintaining, at all times, minimum insurance coverage including workers compensation, benefits, wages, salaries, and taxes including payroll taxes covering each person whose services you provide to Dallas County."
- Page 24 of the RFP Specific to Section 9.2., which states "Proposer must certify that is or has an administrative business office located within Dallas County and /or DFW Area with a responsible person(s) to maintain all records that are required per this RFP."
- Page 27 of the RFP Specific to section 11 bullet point 10 third line down which states "Provide help desk support for users."

Also, the following revision is made on page 17 of the RFP specific to section 6.3.6.7., a., which states "a. Describe your agency's approach" Section 6.3.6.7 a. has been revised to " a. Describe your agency's approach for the development and implementation of the electronic documents and forms creation".

Except as provided herein / above, all other specification requirements of the original solicitation referenced shall remain unchanged in and full force and effect. This addendum should be signed and returned with your Solicitation package on or before Thursday, June 14, 2017 @ 2:00 p.m. CST.

This addendum is hereby acknowledged, understood and considered in our Solicitation.

Printed Name: _____

Signature of Authorized Representative: _____

Title: _____

Company: _____