

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

May 5, 2020

ADDENDUM No. 10

Your reference is directed to File No. A3000014334P, Solicitation No. 3000014334 for the Request for Proposal for Electronic Credit Card and Debit Card Processing for the Louisiana Department of Revenue (LDR) scheduled to be opened at 10:00 A.M. CT on May 6, 2020.

The following changes are to be made to the referenced solicitation:

Refer to RFP Section 1.6 Schedule of Events, 4. Proposal Opening Date (Proposal Submission Deadline)

Changed to read: Proposal Opening Date (Proposal Submission Deadline) to be May 13, 2020 at 10:00 AM CT.

Refer to RFP Section 1.7 Proposal Submittal, Paragraph 3

Revised to read: All proposals shall be received in either hard copy (printed) form or USB flash drive by the Office of State Procurement no later than the date and time shown in the Schedule of Events.

Refer to RFP Section 1.8 Proposal Response Format, Last Paragraph

Revised to read: If submitting by hard copy (printed) the Financial Proposal should be packaged and sealed separately from the Technical Proposal and should be clearly marked as "FINANCIAL PROPOSAL". If submitting by USB flash drive, the Financial Proposal should be a separate file from the Technical Proposal and should be clearly marked as "Financial Proposal".

Refer to RFP Section 1.9 Number of Response Copies

Delete in its entirety and replace with the following language:

Each Proposer shall submit one (1) signed original response. Electronic or digital signatures are acceptable. Scanned signatures are acceptable.

If submitting by hard copy (printed) form, each Proposer should submit the following:

- Seven (7) additional copies of the proposal
- One (1) redacted copy of proposal, if applicable (See Section 1.11 of this RFP)
- One (1) "searchable" electronic copy of proposal on two (2) separate USB flash drives. The searchable electronic copy should be provided as one (1) file.
- One (1) electronic redacted copy of proposal on a USB flash drive, if applicable (See Section 1.11 of this RFP). The electronic redacted copy should be provided as one (1) file.

If submitting by USB flash drive, each Proposer should submit the following:

- One (1) "searchable" electronic copy of the technical proposal on eight (8) separate USB flash drives. The searchable electronic copy should be provided as one (1) file.
- One (1) electronic copy of the financial proposal on two (2) separate USB flash drives.
- One (1) electronic redacted copy of the proposal on a USB flash drive, if applicable (See Section 1.11 of this RFP). The electronic redacted copy should be provided as one (1) file.

This addendum is hereby officially made a part of the referenced Solicitation.

ACKNOWLEDGMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgment shall not relieve the Proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening in a sealed envelope marked with the file number, the proposal opening date and time either by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

By: Monica Clark
Telephone No. 225-342-7938
Email: Monica.Clark2@la.gov