

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

February 22, 2023

**ADDENDUM NO. 01**

Your reference is directed to RFX No. 3000020606 for the Request for Proposal (RFP) for the Division of Administration (DOA) – Office of Technology Services (OTS) to furnish Video and Audio Conferencing Services which is currently scheduled to open at 10:00 a.m. (CT) on April 13, 2023.

The following change is to be made to the referenced solicitation:

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**Section 2.8, Page 6 currently reads: RFP Opening Date and Time: April 6, 2023 at 10:00AM Central Time**

**Section 2.8, Page 6 now reads: RFP Opening Date and Time: April 13, 2023 at 10:00AM Central Time**

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All else remains as on original Request for Proposal.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** 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 Acknowledgement by mail, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building- Ste. 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 Acknowledgement shall not relieve the bidder 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 by mail, by hand delivery or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Building- Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the proposal opening date and time on the outside of the envelope for proper identification, 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: Krystal Frank  
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Email: krystal.frank@la.gov