

ADDENDUM TO HOME-BASED AND HOMEMAKER SERVICES RFP #01-CY13

The following sections of the RFP have been revised as follows:

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 Proposal Submission Information

This section shall be amended to read as follows:

JFSCC requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- **Five** paper copies (**one signed original and four copies**) and either one CD-ROM copy of the Technical Proposal or the Technical Proposal may be emailed to nweber@clarkdjfs.org.

AND

- in a sealed, separate envelope, **five** paper copies (**one signed original and four copies**) and one CD-ROM copy of the Cost Proposal or the Cost Proposal may be emailed to nweber@clarkdjfs.org. If the provider chooses to email both proposals, they must be sent in **two separate emails**.

The providers' total proposal submissions (both the technical and cost proposals in all required copies) must be received by JFSCC complete no later than 4 p.m. on October 5, 2012. Faxed submissions will not be accepted. **Proposals must be addressed to:**

Job & Family Services of Clark County
Attention: Nikki Weber
1345 Lagonda Avenue
Springfield, Ohio 45503

Providers' original technical and cost proposals must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. All copies (both paper and CD-ROM/e-mail) of the original proposal must include copies of ALL information, documents, and pages in the original proposal.

Along with the Technical Proposal, the provider must submit the Cost Proposal in a separate, sealed envelope/package labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR HOME-BASED AND HOMEMAKER SERVICES RFP – RFP#01-CY13 SUBMITTED BY [PROVIDER’S NAME HERE].”**

The CD-ROM/e-mail copy of the Technical Proposal must include all components of the technical proposal, including any required or voluntary attachments to it. The CD-ROM/e-mail copy of the Cost Proposal must include all cost proposal components, including any required or voluntary attachments. **The CR-ROM containing the Cost Proposal must be submitted in the sealed envelope containing the hardcopy Cost Proposal. If the provider chooses to submit the electronic copy of the Cost Proposal, it must submit separately from the e-mail containing the Technical Proposal.** The CD-ROMs must be labeled with the provider's name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested CDs/e-mails will be used by JFSCC for archiving purposes and for fulfillment of Public Records Requests. Failure to include them or to properly label them may, at JFSCC discretion, result in the rejection of the provider from any consideration.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from a provider's proposal submission (e.g. letters of recommendation from past customers of the provider's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be delivered. JFSCC is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified above.

For hand delivery on the due date, providers are to deliver the proposals to the address specified above. **JFSCC is not responsible for any proposals delivered to any address other than the address provided above.**