



March 4, 2025

**ADDENDUM #1  
RFP NUMBER: 24-04**

**DOCUMENT SCANNING SERVICES**

**IMPORTANT NOTICE**

Please note the following responses to questions asked by prospective Responders:

1. I would like to ask you a question regarding the location of the services to be performed. The RFP scope of services states that you are looking for the work to take place in Southern California. Would it be acceptable for Ripcord to bid the proposal based on our Hayward, CA location? Our facility is approximately 400 miles from the listed address in Costa Mesa on the RFP. Our address is 30955 Huntwood Ave, Hayward, CA 94544.

**Answer: A key requirement of this RFP is that all stored, scanning, indexing, and Quality Assurance ("QA") of District documents must be performed in Southern California.**

**Attendance at the mandatory job walk is required for all prospective vendors, and the location of your business relative to our site will be an important factor in the proposal scoring criteria.**

All RFP Documents remain unchanged except sections or parts of sections added to, revised, deleted or clarified by this Addendum.

This Addendum shall be considered part of the RFP Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original RFP Documents, this Addendum shall govern and take precedence.

Responders are hereby notified that they shall make any necessary adjustments in their bid on account of this Addendum. It will be construed that each Responder's bid is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,

Kristin Lange  
Purchasing & Contracts Manager  
Orange County Department of Education