



April 8, 2024

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) NUMBER: 23-21
ONLINE PAYMENT SYSTEM SERVICES

IMPORTANT NOTICE

Please make the following changes to RFP Number 23-21:

1. **RFP Closing Date:** The RFP closing date has been changed to **Thursday, April 18, 2024 at 2:00:00 p.m. PST** at the Orange County Superintendent of Schools, Attn: Patricia McCaughey, Director, Business Operations, Purchasing Department, 200 Kalmus Drive, Building "A", P.O. Box 9050, Costa Mesa, California 92626.

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

1. Question 1. Section VI. Proposal Format: Will consideration be made to exclude the signed certification and attachments (10 pages) from the 75-page proposal page count?.

Answer: The certification and attachments are not to be included in the 75-page count.

2. Question 2. Section D.7 – Financial and Contractual Aspects: To properly scope and price for this project, please provide a complete list of interfaces and other internal systems (e.g. Power School, Business Plus).

Answer: No direct interfaces to applications. Data will be interfaced using flat files (e.g. csv, fixed length, etc.).

3. Question Instruction to Bidders: 1. Preparation of Proposal and 3. Signature: Will consideration be made to allow electronic signatures and notarization by Authorized Signers? If electronic signatures are not allowed, are wet signatures required for all 6-hard copies (48 signatures)?

Answer: Electronic signatures are not permitted. One "original" proposal must have wet signatures, the remaining proposals can be copies.

4. Question: Contracting Entity: Will the contract be executed under the Orange County Superintendent of Schools or Orange County Department of Education?

Answer: Orange County Superintendent of Schools

All Project 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 Project 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 Project Documents, this Addendum shall govern and take precedence.

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

Sincerely,

Patricia McCaughey

Patricia McCaughey
Director, Business Operations