



February 3, 2011

**RFP#DBI 1-2011
PERMIT AND PROJECT TRACKING SYSTEM**

Due Date: March 2, 2011 at 2:00 p.m.

TO: ALL BIDDERS

Please note the following changes to the subject contract proposal before submitting your offer. A signed and dated copy of this Bid Addendum must accompany your bid.

1. Note change to RFP Document, Section IV Presentation to PPTS Steering Committee

Replace the following: The PROPOSER submitting the lowest comparable price will receive the maximum total number of assigned points (10). The other proposals will then be scored by dividing the amount of their price by the lowest price and then multiplying the result by the total number of points assigned to the price evaluation criteria.

With the following: The PROPOSER submitting the lowest comparable price will receive the maximum total number of assigned points (10). The other proposals will then be scored by dividing the lowest price by the amount of their price and then multiplying the result by the maximum possible points assigned to the price evaluation criteria. For example:

Maximum points =	10
Proposer 1 =	\$5.00
Proposer 2=	\$8.00
Proposer 3 =	\$9.00
Points	
Proposer 1 =	10.00
Proposer 2 = (\$5/\$8) X10=	6.25
Proposer 3 = (\$5/\$9) X 10=	5.56

2. Note change to Attachment A, Proposal Summary Section I. Letter of Introduction

Add the following:

The Letter of Introduction should include the Executive Summary and certifications in one document on the vendor's letter head under the signature of the person designated by the firm to obligate the firm to perform the commitments contained in the proposal.

3. Note change to Attachment A, Proposal Summary IV. Information Requirements

Renumber

IV. Information Requirements

to

II. Information Requirements

All other terms and conditions remain the same.

Acknowledge of receipt:

Signature

Date

Print Name and Company Name