

Addendum #6
Electronic Submittal of Proposals

Due to governmental rules and regulations relating to the COVID-19 pandemic and subsequent requests from respondents, the submittal process of the proposals and the bid opening procedures will be modified. The following amendments will replace any/all previous submittal instructions.

1. **Proposal Due Date:**
 - a. Changing **from** Friday, April 10, 2020 at 2:00 pm **to Monday, April 13, 2020 at 2:00 pm.**

2. **Proposals Opening Due Date:**
 - a. Changing **from** Friday, April 10, 2020 at 2:01 pm **to Monday, April 13, 2020 at 2:01 pm.**

3. **Electronic Submittals:**
 - a. **Electronic submissions of all documents required in the RFP will now be accepted.**
Respondents have the option of uploading proposals to a secure District site in lieu of printing and mailing proposals (Addendum #3 Q1). Instructions and procedures will be posted on the District website and emailed to any potential respondents that have indicated they will be participating in this procurement. (Please note that submissions received by mail and meeting all advertised requirements shall be considered as well.)

4. **File Types Required (Original and Copy):**
 - a. **Original:** One file shall be password encrypted, non-editable and labeled as the "Original". The file shall have the word "Original" in the file name and/or pages may also be watermarked with "Original". This file serves as the Districts "Original" copy and will function with all expectations of an original document of the respondent. This file shall include all requested information from within the request for proposal.

 - b. **Copy:** The remaining files (Supplemental Questionnaire Attachment **8.1**, and Attachment(s) **8.13.1, 8.13.2, 8.13.3, 8.14, 8.15, 8.16.1 8.16.2, 8.16.3**) shall also be encrypted with a password. These files shall be labeled "Copy" in the file names and/or pages and may also be watermarked to indicate these files are intended to be "copies". The files labeled "Copy" are requested to have the ability of its contents to be copied (not edited) into an analysis document prepared by Albritton Insurance.

5. **File Encryption Key Submittal:**
 - a. The submissions can be received prior and up to 2:00 pm on Monday April 13th. However, **DO NOT send encryption passwords** until 2:01 pm Monday April 13th. Again, instructions/procedures in the sending of the encryption passwords will be sent to all prospective respondents. This procedure ensures that no proposals can be opened prior to the advertised time of bid openings.

6. **Acknowledgement Request:**
 - a. Please respond with an acknowledgement of this addendum.
 - b. Please advise of which method you intend to submit the proposal: mail or electronic submittal.