



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM #1

RFP NO.: RFP-0189
ADDENDUM NO.: 1
RFP ISSUE DATE: March 29, 2018
ADDENDUM DATE: April 16, 2018
OPENING DATE: April 26, 2018
TITLE: Accreditation Assistance Subscription

The following information should be revised from the original RFP issued on March 29, 2018.

Page 5, Item 4. SUBMISSION OF OFFER shall now read:

Offerors desiring to respond to this Request for Proposal should submit one *(1) original (clearly marked) with live signature, one (1) CD of the written proposal, and Eight (8) copies of their response.* **No pre-proposal conference is planned.** Sealed proposals will be received in the offices of the KCTCS Procurement to Payment Services, Kentucky Community and Technical College System, 300 North Main Street, Versailles, Kentucky 40383, until **Thursday, April 26, 2018 @ 4:00 p.m.** Each proposal will be stamped with the time and date of receipt. Any proposal received after 4:00 p.m. will not be considered for an award of a contract. In accordance with KRS 45A.085, there will be no public opening. However, after contract award, the solicitation file will become a public record.

The following information is provided in response to questions submitted by potential Offerors:

1. On pages 7-8 of the RFP, KCTCS outlines areas to include in submissions. The RFP also includes a list of desired capabilities for the system on pages 3-4. Where should the desired capabilities be included in the outline?
 - a. **The list of desired capabilities listed in the Description of Services should be demonstrated by the potential Offeror in their proposal. These services can be listed in the Offeror's response in the Overview and Philosophy section. KCTCS will not disqualify if these competencies are listed in another part of the Offeror's response.**
2. Is a flash drive acceptable rather than CD for the digital copy of the proposal?
 - a. **Yes**
3. In Section 5 a copy of the firm's 10-K report is requested. The 10-K report is only filed by firms that are publicly traded. Can you confirm KCTCS recognizes that privately held firms will not be able to provide this document?
 - a. **KCTCS recognizes private firm cannot provide a 10-k Reports, however potential Offeror's are requested to provide audited financial reports for the last fiscal period.**

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

RFP No.: RFP-0189
Title: Accreditation Assistance Subscription
Opening Date: April 26, 2018 4:00 PM EST

Name of Firm: _____

Signature: _____