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In Process Review IFB #003

ADDENDUM #1

June 11, 2011

Section C - Key Action Dates, page 4.

This addendum changes the Key Action Dates, page 4.
Replace the existing bid pages with those attached. The requirements that have been changed are identified with a vertical line in the left margin.

All other requirements in the IFB remain unchanged.

If you have questions, or need any clarifying information, the contact person for this IFB is:

Daniel Claypool, Executive Director
Citizen's Redistricting Commission
901 P Street, Suite 154A
Sacramento, CA 95814
(916) 651-5700
daniel.claypool@crc.ca.gov

Please note that no verbal information given will be binding upon the Commission unless such information is issued in writing as an official addendum.

Daniel Claypool, Executive Director
Contract Administrator
Attachment(s)

SECTION C - BID REQUIREMENTS AND INFORMATION

1. Key Action Dates

Listed below are the key action dates and times by which the actions must be taken or completed. If the Commission finds it necessary to change any of these dates up to the Final Bid due date, it will be accomplished via an addendum to this IFB.

Key Action Date	Date
1. Release of Bid	6/11/11
2. Last day to submit Written Questions (due by Noon)	6/15/11
3. Commission Response to Written Questions	6/15/11
4. Final Date for Bid Submission (due by 5:00 PM)	6/21/11
5. Public opening of Bids	6/21/11
Public comment may be provided until 1:00 PM PST	6/22/11
7. Notice of Intent to Award	6/23/11
8. Proposed Award Date	6/30/11

All dates after the Submission of Bids (date and time) are approximate and may be changed by the Commission.

2. Written Questions

All questions regarding the content of this IFB must be submitted in writing to the attention of the Project Manager identified in SECTION I, Key Action Dates, and must be received by the due date for written questions in SECTION I, Key Action Dates. Questions not submitted in writing by the Key Action Date for submission of written questions shall be answered at the Commission's option.

3. Submission of Bid

- a. All bids must be submitted under **sealed** cover and sent to the Citizens Redistricting Commission by dates and times shown in Section C, Bid Requirements and Information, Item 1) Key Action Dates, (page 3). The sealed cover must be plainly marked with the IFB number and title, must show your firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

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DO NOT OPEN

- o. No additions or increases to the agreement amount will be made due to a lack of careful examination of specifications.
- p. The State does not accept alternate contract language from a prospective contractor. A bid with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- q. No oral understanding or agreement shall be binding on either party.
- r. At the Commission's option prior to award, bidders may be required to submit additional clarifying information. Failure to submit the required information as specified may be grounds for bid rejection.

4. Evaluation and Selection

a. Bid Opening and Posting

Commission staff will publicly open and post the requirements portion of Final Bids that are received by the Submission of Final Bid due date and time in SECTION C - Key Action Dates.

b. Customer Experience References Checked

Once the bids are opened, Commission staff will commence contacting Customer Experience References to validate compliance with bid requirements.

Contractor is responsible for ensuring that all reference contacts are available by phone for two days following bid opening.

c. Public Evaluation

On the date and time specified in SECTION C- Key Action Dates, the Commission (Evaluation Team) will publicly check for the presence or absence of required information in conformance with the submission requirements of this IFB.

The Commission and its staff will receive the bids on June 21, 2011. The Commission's staff will open the bids in public on June 21, 2011, and immediately post the entire bid on the Commission website. The Commission will initially review the requirements portion of the bid submitted by each contractor. At the time the Commission begins discussion of the responses, which is presently scheduled for June 23, 2011, the bid cost information will be opened by the Commissioners. The cost portion of the bid will remain confidential until this time, but be posted by Commission staff following the opening of the bids.

The Commission will discuss the qualifications of each bid and determine which bids meet the requirements as described in this IFB. The Commission will then open the cost portions of those bids found to be responsive and responsible. In the event no bid is found to be responsive and responsible, the IFB will be cancelled as provided in **Section C**, hereof.

The bidder's Cost will not be opened for bids determined to be non-responsive to the requirements of the bid.

Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected.