

**HAMILTON COUNTY DEPARTMENT OF EDUCATION**  
**3074 Hickory Valley Road**  
**Chattanooga, TN 37421**  
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**Posted Date:** September 19, 2022

**Solicitation No.:** Bid 23-10

**Solicitation Name:** RFP 23-10, Fiscal Pre-Monitoring Support Services

**Subject:** Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

**1. ATTACHMENT: NONE**

**2. QUESTIONS/ANSWERS**

1.	1. Question: Should the price proposal only be submitted in Microsoft Excel format? Or should there be a detailed breakdown within the RFP response, as well as an attached excel document including the price proposal? Page 24 of the RFP states “Firms shall provide a detailed proposal on your firm letterhead that includes a detailed description of services/tasks and line-item breakdown of all deliverables that make up the work expected to be completed under this Agreement.” However, page 27 states “Provide pricing proposal in excel attachment per Tab 5 – Submittal Requirements and Evaluation Criteria.” Tab 5 is named as “Price Scoring,” though, not “submittal requirements and evaluation criteria.”
Answer	1. Answer: For this RFP the proposal may be submitted on your company’s letterhead. Reference to an excel document is a clerical error and not applicable to this project. HCS has not provided a structured bid/proposal form for pricing and requests that interested vendors submit their proposal for services and pricing on company letterhead.

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Debbie Jackson*

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