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**ADDENDUM NO. 1**

Date Issued: March 17, 2023

Bid Title: Point of Sale Software for Sullivan County Department of  
Education School Nutrition Program

Re: RFP#20230323 (MR) Point of Sale Software for Sullivan County  
Department of Education School Nutrition Program

This addendum is issued to answer questions as of 03/14/2023 for the Point of Sale Software for Sullivan County Department of Education School Nutrition Program and shall be considered as part of the contract subject to all the general conditions thereof, the same as if attached to and included in the original specifications. All items included in the addendum shall be covered in the Bid as submitted by the Contractor.

1. **Question** – The Cost Proposal Form lists Central Office having 3 POS computers? Is Sullivan County using these terminals to serve meals as traditional POS Stations?

**Answer:** The computers in the Central Office are not used for serving meal, but we will need access to all components of the software on those three computers.

2. **Question** – The Cost Proposal lists, “Online Live Training Support (After Implementation); Is Sullivan County seeking dedicated, scheduled time to have Support work with your team? Or, are you more so speaking to ongoing, general support available by phone or email?

**Answer:** General support via email or phone.

3. **Question** – Proposal Checklist?

**Answer:** Attached is the referenced Proposal Checklist, please include the checklist in your proposal as per the RFP Specifications.

End of Addendum No. 1

## RFP Submission Checklist Form

	<b>RFP SUBMISSION CHECKLIST FORM</b>		
	Name of Firm:		
	Primary Contact:		
	Phone:		
	Email:		
	<b>Initials</b>	<b>Documents</b>	<b>Placement</b>
		RFP Submission Checklist Form	Insert at front of binder
		Cover Page	Insert in Tab 1
		Company Proposal Executive Summary	Insert in Tab 2
		Company Information / Qualifications	Insert in Tab 3
		Client References for Similar Work Performed	Insert in Tab 4
		Project Implementation Plan and Team	Insert in Tab 5
		General and Technical Checklist	Insert in Tab 6
		Forms	Insert in Tab 7
		Supplemental Information - Optional	Insert in Tab 8