ADDENDUM ........ No. 02

SUBJECT............... Bidder Eligibility

  ▪ ITB – Appendix A - RCDD or equivalent
  ▪ ITB – Appendix A - Company’s Length of Experience with Schools
  ▪ ITB – Capacity of Sales Staff
  ▪ Contract – Personal Assistance

DATE ISSUED ........ June 11, 2015

Important Note to Bidders:
Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of the Invitation to Bid #ESD112-DE-15B and its related Contract shall remain the same.

Instructions to Bidders:
Bidders shall sign, date and submit the form on this page with the rest of your company’s bid materials. Insert all signed addenda pages, in sequential order, behind Tab #2 in your three-ring binder. (Please insert only page 1 from each addendum into the three-ring binder; do not include subsequent pages.)

Name of Company ____________________________________________________________

Name of Authorized Representative (Please print) __________________________________

Signature of Authorized Representative__________________________________________

Date Signed ___________________________________________________________________
In reference to Page 25 of the Invitation to Bid, Appendix A:  
The seventh item listed under “Criteria” in the left column shall read:

   **RCDD or Equivalent on Staff**: The Bidder has a Registered Communication Distributions Designer (RCDD) or equivalent on staff.

The seventh item listed in the right column shall read:

   *Evidence required is a copy of RCDD (or equivalent) credentials and, if applicable, how the alternative credentials are equivalent to RCDD credentials.*

An additional item shall be added to the bottom of the list of the criteria. The new item at the bottom of the left column shall read:

   **Three+ Years of Experience**: Company has 3+ years experience in designing, installing and integrating safety solutions into *schools*, and providing post-installation support to the purchaser.

The new item at the bottom of the right column shall read:

   *Evidence required is an original company brochure or flyer that includes language that demonstrates that the company has the required number of years of experience.*

Bidder’s shall download, sign and have the revised Appendix A notarized, and include the revised Appendix A with their bid. Bidders that submit the incorrect version of Appendix A may be rejected.

In reference to Page 12 of the Invitation to Bid, Paragraph 1.4.2:  
The first bulleted item shall read:

- Personal assistance (pre- and post-sale support)
In reference to Pages 3-4 of the Contract, Paragraph 2.0 and its sub-paragraphs:
Paragraph 2.1 and its sub-paragraphs shall read:

2.1 **Requirements for Personal Assistance.**
Bidders or their agents shall have personnel that are available to provide the following kind of personal assistance and to carry out the following pre- and post-sales responsibilities in the states for which they receive an award:

2.1.1 Meet or talk with Purchasers when requested;
2.1.2 Work with Purchasers to incorporate the purchased solutions when requested.
2.1.3 Provide current custom catalogs and/or DigitalEdge Product and Price Lists;
2.1.4 Assist Purchasers with product evaluation and selection;
2.1.5 Provide demonstrations in person or via webinars;
2.1.6 Provide post-sales assistance when requested, such as basic training, basic troubleshooting, and other types of assistance to support the project implementation.
2.1.7 And generally provide a high level of customer service.

Bunny Stevens, Project Coordinator of DigitalEdge
E-Mail: digitaledge.specialist@esd112.org