



---

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](mailto:digitaledge.specialist@esd112.org)