

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

December 19, 2017

To: All Interested Respondents

Re: RFP - The New Jersey Judiciary

**Addendum #1**

The following constitutes Addendum #1 to the above referenced solicitation.

- 1) Responses to Questions: Please see attached

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

Page # RFP Section	Question	Answer
Pg. 5 I. Purpose and Intent  Bank of America Merrill Lynch	1. We see 12 account titles listed and additional information on the accounts in Exhibit I. Please confirm the nine check disbursement accounts are to be controlled disbursement accounts. Are the three ACH accounts regular demand deposit accounts or are they controlled disbursement accounts as well?	The nine (9) check disbursement accounts are controlled disbursement accounts. The three (3) ACH accounts are regular demand deposit accounts.
Pg. 8 II. A. Applicable Rules and Regulations  Bank of America Merrill Lynch	2. Page 8 near the bottom states: "The State of New Jersey will also not sign any documentation or setup forms that link to bank agreements." Please confirm the State will sign setup forms that do not mention or reference bank agreements.	Confirmed.
Pg. 8 II. A. Applicable Rules and Regulations  TD Bank	3. Is the State willing to sign the bank's Cash Management Master Agreement?	No. As stated on page 8 of this RFP, " <b>THE TERMS AND CONDITIONS, OTHER MANDATORY PROVISIONS and PAYMENT METHOD AND TERMS</b> of this Request for Proposal (RFP) will supersede any and all conflicting terms and conditions, including bank agreements, submitted by the bank/contractor. <u>The State of New Jersey will not modify its terms and conditions or execute separate bank agreements.</u> "  In addition, also stated on page 8 of this RFP, "The State of New Jersey will also not sign any documentation or setup forms that link to bank agreements."
Pg. 8 II. A. Applicable Rules and Regulations  TD Bank	4. Is the State willing to negotiate their contract terms?	No. The State of New Jersey will not negotiate its terms and conditions. As stated on page 8 of this RFP, "The State of New Jersey will not modify its terms and conditions or execute separate bank agreements."
Pg. 8 II. A. Applicable Rules and Regulations  TD Bank	5. Will a bid be considered non-responsive if exception is taken to the State's terms and conditions?	Yes. As stated on page 8 of this RFP, "Proposals that do not conform with or take exception to the State of New Jersey's terms and conditions, other mandatory provisions and payment methods and terms, as set forth in this RFP, <b><u>will be considered non-responsive and therefore rejected.</u></b> "

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 13 II. J. Length of Contract</p> <p>TD Bank</p>	<p>6. Will the State permit automatic account closures in the event of fraud or other illegal/impermissible activity?</p>	<p>No. As stated on page 13 of this RFP, "The bank may not close any accounts until officially notified by the Department of the Treasury, Cash Management Unit."</p>
<p>Pg. 14 II. M. Termination of Contract</p> <p>TD Bank</p>	<p>7. What are the termination rights for the bank?</p>	<p>As stated on page 13 of this RFP, "The State will have the option to extend the contract...if deemed in the best interest of the State to do so....The vendor will have 15 calendar days to respond to the State's request. If the vendor agrees to the extension, all terms and conditions of the original contract and any mutually agreed to changes will apply."</p>
<p>Pg. 15 II. P. Prime Contractor Responsibilities</p> <p>TD Bank</p>	<p>8. Is the Bank permitted to make changes to the personnel managing the State's relationship without prior approval of the State?</p>	<p>As stated on page 70 of this RFP, "In the event a personnel change results in a different contact being assigned to the State, written notification will be provided 15 days prior to the change becoming effective."</p>
<p>Pg. 15 II. Q. Subcontracting</p> <p>TD Bank</p>	<p>9. Is the Bank required to identify vendors who are not considered subcontractors by the Bank?</p>	<p>As stated on page 15 of this RFP, "<u>All subcontractors must be approved by the State.</u> If the vendor has knowledge prior to proposal submission date that any part of the work covered by this request will be subcontracted, the vendor must identify the subcontracting organization, its officers and the contractual arrangements made therewith, and state what services are to be subcontracted."</p>
<p>Pg. 16 II. R. Assignment</p> <p>TD Bank</p>	<p>10. Will a sale of all Bank assets to another financial institution be considered an Assignment by the State?</p>	<p>No. However, as stated on page 15 of this RFP, "The selected vendor, and any successor vendor (in the event of merger/acquisition or <u>other change in operating status</u>), will be required to assume sole responsibility for the complete effort of any contract(s) awarded to the vendor subsequent to its bid submission, <u>and assume all cost incurred by the State, directly or indirectly, in connection with or as a result of the transition.</u>"</p>
<p>Pg. 17 II. W. Accounting Records</p> <p>Bank of America Merrill Lynch</p>	<p>11. First paragraph, please define exactly what is meant by maintain records and other documentation needed for the execution of any and all contracts.</p>	<p>The documentation needed for the execution of any and all contracts includes, but is not limited to: addendum(s), the RFP, and the bank's proposal.</p>

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

Pg. 18 II. Y. Indemnification  TD Bank	12. Is the State willing to amend the indemnification language?	No.												
Pg. 18 II. Y. Indemnification  Bank of America Merrill Lynch	13. Please confirm our calculation related to the 500% mentioned in the first paragraph assuming the four year value of the contract is \$250,000:  \$250,000 X 500% = \$1,250,000.	Your calculation is correct. As stated on page 18 of the RFP, "The Vendor's liability to the State for actual, direct damages resulting from the Vendor's performance or non-performance, or in any manner related to the contract, for any and all claims, shall be limited in the aggregate to 500% of the value of the contract."												
Pg. 19 II. Z. Insurance  TD Bank	14. Will the State require the bank to provide insurance policy copies?	As stated on page 19 of this RFP, "The vendor will furnish to the State such evidence of insurance as the State may require at the time of award and for all periods during the term of the agreements and any extensions to the agreement."												
Pg. 23 III. D. Collateralization of Deposits  TD Bank	15. What are the average monthly ledger balances the State would maintain in the accounts for the Judiciary Disbursement Services?	As referenced on page 43 of this RFP, the nine (9) check disbursement accounts are to be properly funded by daily funds transfers from accounts which are not part of the Judiciary Disbursements RFP, to cover check activity.  For Fiscal Year 2017, the average monthly ledger balances in the ACH accounts are below.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td>July '16: \$2 million</td> <td>Jan '17: \$7 million</td> </tr> <tr> <td>Aug '16: \$11 million</td> <td>Feb '17: \$8 million</td> </tr> <tr> <td>Sep '16: \$14 million</td> <td>Mar '17: \$7 million</td> </tr> <tr> <td>Oct '16: \$9 million</td> <td>Apr '17: \$10 million</td> </tr> <tr> <td>Nov '16: \$3 million</td> <td>May '17: \$7 million</td> </tr> <tr> <td>Dec '16: \$9 million</td> <td>June '17: \$11 million</td> </tr> </table>	July '16: \$2 million	Jan '17: \$7 million	Aug '16: \$11 million	Feb '17: \$8 million	Sep '16: \$14 million	Mar '17: \$7 million	Oct '16: \$9 million	Apr '17: \$10 million	Nov '16: \$3 million	May '17: \$7 million	Dec '16: \$9 million	June '17: \$11 million
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Pg. 23 III. D. Collateralization of Deposits  TD Bank	16. Would the State consider a Federal Home Loan Bank Letter of Credit as an acceptable form of collateral?	No.												
Pg. 31 IV. A. Compensating Balances  Bank of America Merrill Lynch	17. Does the State intend to keep any balances in these accounts used to offset service fees? If so, what dollar amount do you expect to keep?	As stated on page 31 of this RFP, "The State will pay for vendor-banking services with compensating balances when they exist."  Please see the statistics in Question 15 of this Addendum for average monthly ledger balances.												

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 31 IV. A. Compensating Balances</p> <p>TD Bank</p>	<p>18. Would the State consider a bank-managed earnings credit rate in lieu of a rate tied to the 13-week Treasury bill?</p>	<p>No. As stated on page 31 of this RFP, “The compensating balance must be considered as the total average collected balance of the account(s) less the non-earning Federal Reserve requirement in effect during the course of the contract term. The basis for the earnings rate will be determined from the average of each month’s 13-week Treasury bill yield auction results. All auctions for which the settlement date falls in that month will be included in the month’s simple average. At a minimum, the coupon yield of each auction will be used.”</p>
<p>Pg. 33 V. A. General Requirements</p> <p>Bank of America Merrill Lynch</p>	<p>19. Unauthorized Fed wires – Why are these wires unauthorized / what makes these wires unauthorized. How many of them have you had in the past 12 months?</p>	<p>As depicted in Exhibit I, the only funds transfers (wires) allowed into the check disbursement accounts are from the nine (9) other accounts not part of this contract. Any other type of wire into any of the twelve (12) accounts that are part of this contract will be considered unauthorized.</p> <p>There have been <u>0</u> unauthorized Fed wires in the past 12 months.</p>
<p>Pg. 34 V. A. General Requirements</p> <p>TD Bank</p>	<p>20. What is the average monthly volume of checks presented at the bank locations that are considered "no fee check cashing services?"</p>	<p>All checks presented at bank locations are considered “no fee check cashing services”.</p> <p>Please see <b>Exhibit M</b> of this RFP for the <b><u>Check Disbursement Accounts Transaction Statistics</u></b> for Fiscal Year 2017.</p>
<p>Pg. 35 V. B. Accounts to be Established</p> <p>Bank of America Merrill Lynch</p>	<p>21. “Preferred Status Accounts” – how many times in the past 12 months have the accounts been overdrawn at the end of the day? What dollar amount of daylight overdraft facilities do you think are required to support this RFP?</p>	<p>The State does <u>not</u> track overdraft positions.</p> <p>The estimated dollar amount of daylight overdraft facilities is \$500,000. However, in some instances, it is considerably above this.</p> <p>Please note, as stated on page 35 of this RFP, “The accounts must be established as “Preferred Status” accounts; that is, to establish a credit line that will be sufficient to cover all daylight overdrafts without penalty or additional charge to the State, and honor all checks, ACH’s, and wires presented for payment regardless of the current balance in the accounts.”</p>

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 35 V. B. Accounts to be Established</p> <p>Bank of America Merrill Lynch</p>	<p>22. "Preferred Status Accounts" – What department will fund these accounts (OMB Cash Management or the Judiciary)? On non-bank holidays where the State is closed but the bank is opened does OMB use reduced staff to ensure accounts are properly funded to cover the daily clearings?</p>	<p>As stated on page 33 of this RFP, "The New Jersey Judiciary will oversee the day-to-day operations related to these accounts," which includes funding the Judiciary Disbursement RFP accounts.</p> <p>As stated on page 35 of this RFP, "On a non-bank holiday where the State is closed and the bank is open, the bank must honor items presented with full online Positive Pay services available. The Judiciary will cover all resulting overdrafts the next Judiciary business day."</p>
<p>Pg. 37 V. C. ACH Requirements</p> <p>TD Bank</p>	<p>23. What are the current exposure limits for the State's ACH Credit and Debit facilities? Are they both set up with Effective Date settlement?</p>	<p>The average monthly dollar amount of ACH transactions range from \$15 million to \$18 million.</p> <p>As stated on page 39 of this RFP, "The State will make every effort to transmit <b>two (2) days</b> prior to settlement date; however, if a transmission is sent to the bank one day prior to settlement date, the bank must process the transmission to meet the regular one-day settlement schedule."</p>
<p>Pg. 38 V. C. 1. Automated Traffic System ACH Account</p> <p>Bank of America Merrill Lynch</p>	<p>24. Automated Traffic System ACH Account – States "During Fiscal Year 2017, there were 12 ACH Payments out of the Automated Traffic System ACH Account, totaling approximately \$156 million." By Payment out do you mean ACH Credit Originated? Do the Judiciary Attorney Collateral ACH Account or the Client Protection Fund ACH Account originate any ACH Credits? Are these payments originated out of the banks web-based system or via file transfer?</p>	<p>Yes, payment out refers to ACH credit originated by the State.</p> <p>Please see page 2 of <b><u>Exhibit I New Jersey Judiciary Accounts Structure and Funds Flow.</u></b></p> <p>Payments out are originated via the bank's Web-based Inquiry/Communication System.</p>
<p>Pg. 38 V. C. 1. Automated Traffic System ACH Account</p> <p>Bank of America Merrill Lynch</p>	<p>25. Automated Traffic System ACH Account – States "In addition to the ACH debit origination instruction processing, the Judiciary must also be able to process ad hoc debit originations and ACH payments out, without the use of an instruction." Please clarify what you mean without the use of an instruction.</p>	<p>The Judiciary must also be able to process ad hoc debit originations and ACH payments out unrelated to the 500+ courts and not using an import file or pre-set instruction.</p>
<p>Pg. 38 V. C. 1. Automated Traffic System ACH Account</p> <p>Bank of America Merrill Lynch</p>	<p>26. Automated Traffic System ACH Account near the bottom of the page it states: "The bank's Web-based Inquiry/Communication System must require dual security for the creation, modification and release of ACH debit origination instructions and/or payment files." Please further define dual security: do you mean; one creator and a different approver. Or one creator and two 2 approvers?</p>	<p>The Judiciary will require one creator and a different approver for ACH activity. The creator of any ACH transactions must not be allowed to approve those same transactions.</p>

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 39 V. C. 2. ACH Security Procedures – ACH Debit Block Requirements</p> <p>Bank of America Merrill Lynch</p>	<p>27. Does the State want the bank to block all ACH debits against the accounts in this RFP or do you have “pre-approved” debits which the bank should allow? (Do you want a true ACH block or a filter on the accounts?)</p>	<p>The State will require a true ACH debit block.</p>
<p>Pg. 39 V. D. ACH Transactions and Transmission Requirements</p> <p>Bank of America Merrill Lynch</p>	<p>28. ACH Transaction and Transmission Requirements – states “Daily ACH transaction date for the above accounts will be consolidated and will not be transmitted or received as individual files for each account”. Do you mean the State will send one file with transactions for each account within the same file – i.e. different settlement accounts within the same file?</p>	<p>The State will send one file with transactions for each account within the same file – i.e., different settlement accounts within the same file.</p>
<p>Pg. 39 V. D. ACH Transactions and Transmission Requirements</p> <p>Bank of America Merrill Lynch</p>	<p>29. ACH Transaction and Transmission Requirements – states “The State reserves the right to change, add or delete the type of NACHA approved format used to transmit files to the bank. The State will provide sixty (60) days written notice to the bank before making such a change.” When was the last time the State changed the format used to transmit files to the bank? Do you have reason to believe the State will change the format during the life of this contract?</p>	<p>The State has not changed the format used to transmit files to the bank in the past.</p> <p>As of this time, the State does not have any reason to believe the format will change during the life of this contract.</p>
<p>Pg. 40 V. D. ACH Transaction and Transmission Requirements</p> <p>TD Bank</p>	<p>30. CD ROM is not an acceptable format for transmitting a NACHA file, would this item disqualify a bank from bidding?</p>	<p>No. This item will not disqualify a bank from bidding. However, as stated on page 38 of this RFP, “The bank must have a documented contingency plan in place, either manual or other, as a backup to receive the ACH data.”</p>
<p>Pg. 40 V. D. 1. ACH Debit Origination File</p> <p>TD Bank</p>	<p>31. If the cut-off for transmitting a NACHA formatted ACH Debit Origination File to the bank is 8pm, would the State accept this cut-off time?</p>	<p>Yes, however, it is the State’s preference to transmit the ACH Debit Origination File at the time indicated in the RFP.</p>
<p>Pg. 41 V. D. 1. ACH Debit Origination File</p> <p>Bank of America Merrill Lynch</p>	<p>32. ACH Debit Origination File near the bottom of the page states: “The Confirmation File from the bank must include the same data elements listed in the ACH Debit Origination File.” By data elements do you mean the file control totals provided in the hearer record?</p>	<p><u>All</u> data elements in the ACH Debit Origination File must be included in the Confirmation File. In addition, as stated on page 41 of this RFP, “If the bank assigns a unique Transaction ID to each ACH transaction, the bank must report this unique transaction ID on the Confirmation File for each ACH transaction as well.”</p>

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 41 V. D. 1. ACH Debit Origination File</p> <p>TD Bank</p>	<p>33. If bank personnel are not available until the following morning to address a failed ACH file transmission (instead of the requested time of 9:30pm), would this item disqualify a bank from bidding, even though an electronic confirmation would be immediately issued after the file is uploaded?</p>	<p>No. This item would not disqualify a bank from bidding.</p>
<p>Pg. 42 V. D. 2. ACH Return Item File</p> <p>Bank of America Merrill Lynch</p>	<p>34. It appears the overwhelming majority of the ACH transactions in the RFP are ACH Debits Originated to bank accounts for the various courts within the State. Given these transactions would be established as repetitive it seems like there should be very few ACH Returns. How many returns were there over the past 12 months?</p>	<p>Among all three (3) of the ACH accounts, there were approximately <u>50</u> returns over the past 12 months.</p>
<p>Pg. 43 V. E. Check Disbursement Requirements and Services</p> <p>Bank of America Merrill Lynch</p>	<p>35. The second paragraph states "In Fiscal Year 2017, there were approximately 2,100 funds transfers into the disbursement accounts to cover check activity totaling approximately \$110 million. By funds transfer do you mean Fed wire? Please confirm the State will originate these transfers. Are these funds transfer all originated from the same bank (we realize these transfers will originate from an account that is not part of this RFP but want to make sure we fully understand the flow of funds).</p>	<p>Funds transfers can be considered wires.</p> <p>Confirmed. The State will originate these transfers.</p> <p>Yes. These funds transfers are all originated from the same bank and are from accounts which are not part of the Judiciary Disbursements RFP.</p>
<p>Pg. 44 V. E. 1. a. Check Issue File Transmission</p> <p>Bank of America Merrill Lynch</p>	<p>36. How many check issue files were sent in 2017?</p>	<p>As per the table on page 44 of this RFP, in 2017, there have been 292 check issue files sent (231 Bail, 49 Special Civil, and 12 Probation).</p>
<p>Pg. 49 V. E. 3. Web-based Positive Pay Services</p> <p>Bank of America Merrill Lynch</p>	<p>37. Does the State have the ability to send Payee information so the bank can match this field as well as the check number and dollar amount?</p>	<p>Currently, due to privacy concerns, the State does not send Payee information. However, the State does have the ability to program for it.</p>
<p>Pg. 51 V. E. 5. "No Fee" Check Cashing Requirements</p> <p>Bank of America Merrill Lynch</p>	<p>38. Does the State track how many checks are currently cashed at the issuing bank? If so, how many were cashed in the past 12 months? If not, do you have any estimates regarding how many may be cashed?</p>	<p>The State does not track data pertaining to the number of checks that are currently cashed at the issuing bank nor can it provide an estimate regarding this information.</p>

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 57 V. E. 3. b. Web-based Paid Check Imaging</p> <p>Bank of America Merrill Lynch</p>	<p>39. Please clarify: This section discusses the ability to view images of paid checks for seven (7) years from the paid date but at the end of the section it states “the bank should provide copies of paid checks beyond the seven (7) year retention period if requested by the Judiciary”. Is the State looking for a seven (7) year achieve or do you require a longer period?</p>	<p>As stated on page 58 of this RFP, “paid check images must be archived for seven (7) years.”</p> <p>There are instances when the Judiciary would like access to paid check images that date back beyond the seven (7) year required retention period and thus, the bank should provide copies of paid checks beyond the seven (7) year retention period, when requested by the Judiciary, if the bank has this information.</p>
<p>Pg. 58 V. E. 3. b. Web-based Paid Check Imaging</p> <p>Bank of America Merrill Lynch</p>	<p>40. Please clarify what is meant by “No external Personal Computer (PC) based application will be accepted for the retrieval of check copies.”</p>	<p>The Judiciary only accepts check copies that are obtained via the bank’s Web-based Inquiry/Communication System, rather than a stand-alone application.</p>
<p>Pg. 59 V. E. 3. b. Web-based Paid Check Imaging</p> <p>Bank of America Merrill Lynch</p>	<p>41. The results of a search inquiry often depends on the use of an up-to-date browser. What browser will the Judiciary use to access the system (please include name and version)? Will the Judiciary commit to keeping up to date with browser requirements to ensure the retrieval system operates properly?</p>	<p>Judiciary is currently using Internet Explorer 11. The Judiciary updates browsers based on internal requirements.</p>
<p>Pg. 64 V. G. Bank Statements and Reporting</p> <p>Bank of America Merrill Lynch</p>	<p>42. Will the State accept electronic ARP Reports instead of hard copy? Electronic reports are much more ecologically friendly and will allow the State to receive them faster over mailed hard copy.</p>	<p>As stated on page 66 of this RFP, “The vendor bank must provide the State with reconciliation reporting, including all supporting documents, via the bank’s Web-based Inquiry/Communication System and in hard copy.”</p>
<p>Pg. 68 V. G. 4. Automated Bank Reconciliation Services</p> <p>Bank of America Merrill Lynch</p>	<p>43. From the table on Page 68 can you explain why Judiciary requires two (2) copies of some of the reports? Electronic reports are much more ecologically friendly and will allow the State to share with as multiple end users.</p>	<p>Two (2) copies of certain reports are required for internal distribution purposes.</p>
<p>Pg. 80 Vendor Response Qs. 8i</p> <p>TD Bank</p>	<p>44. Will the State accept destruction of public documents occurring only in accordance with the regulations applicable to the Bank as a National Association?</p>	<p>As stated on page 30 of this RFP, “The bank should destroy all public documents in accordance with State regulations and the retention schedule promulgated by NJDORES in consultation with the appropriate State agency and approved by the State Records Committee (SRC).”</p>

**New Jersey Department of the Treasury**  
**Office of Management and Budget**  
**Cash Management Unit**

**The New Jersey Judiciary**  
**Disbursement Services**  
**Request for Proposal**

<p>Pg. 85 Vendor Response Qs. 32</p> <p>Bank of America Merrill Lynch</p>	<p>45. Please provide additional detail as to what is meant by third party check in this instance as it relates the cashing a check drawn on one of the accounts covered in this RFP.</p>	<p>A third party check is a check made out to a party other than the Judiciary and then signed over to the Judiciary and submitted for payment.</p>
<p>Pg. 91 VIII. Cost Schedule</p> <p>Bank of America Merrill Lynch</p>	<p>46. Can the state revise this page to include the volume information.</p>	<p>Volume information can be found throughout the RFP, as well as this addendum.</p> <p>Also note, as stated on page 12 of this RFP, "Any statistics or values shown in the RFP are either based on past history or best estimates. The future quantities, values, or activities may be more or less than those noted herein and could change during the course of the contract term. <u>The State will make no allowances or concessions to a bidder for any alleged misunderstanding because of quantity, character, or other conditions.</u>"</p>

Written responses contained in the Addendum will amend the RFP and control. Vendors must sign this addendum below and submit it with your bid proposal. Proposals are due on January 18, 2018 by 4:30 p.m. E.T.

\_\_\_\_\_  
 Authorized Signature Date

\_\_\_\_\_  
 Print Name Date