



MUNICIPAL POLICE EMPLOYEES' RETIREMENT SYSTEM

Addendum 1 to the Information Technology Managed Services Request for Proposals

1. The Proposal Response Format described in section 1.4.2 -Response Format has been updated to read as follows:

1.4.2 – Response Format

A proposal will be deemed unresponsive, and therefore, disqualified for failure to apply the following formatting requirements.

The Proposal Response shall be formatted as described below, replacing the text between the <> symbols with the corresponding Bidder information:

The Bidder's Proposal Response shall contain five sections in the following order:

- Title Page
 - Table of Contents
 - Section 01 – Executive Summary
 - Section 02 – Bidder Information
 - Section 03 – Managed Services Requirements
 - Section 04 – Cost of Services
 - Section 05 – Attachments
1. The first page of the Response shall be a title page only, and will state:
 - a. <Bidder's legal name>
 - b. Response to the MPERS ITMS RFP
 - c. Submitted on <submission date>
 - d. Authorized by <signed by at least one individual who is authorized to contractually bind these services>
 - e. <Authorized representative's printed name>
 - f. <Authorized representative's title>
 2. A "Table of Contents" shall follow the title page.
 3. Title the first section of the Response, "01 - Executive Summary." This section shall contain the Bidder's executive summary of their Response and shall not exceed two (2) pages (the front and back of a double-sided sheet are considered two separate pages).
 4. Title the second section of the Response, "02 – Bidder Information." This section shall contain the Bidder's responses to the information requested in Bidder Information. (Section 5.0 of this RFP).
 5. Title the second section of the Response, "03 – Managed Services Requirements." This section shall contain the Bidder's responses to the Technology Managed Services Required (Section 4.0 of this RFP).
 6. Title the third section of the Response, "04 – Cost of Services". This section contains the relevant Costs of Services associated with the Bidder's proposal (Section 6.0 of this RFP).
 7. Title the fourth section of the Response, "05 – Attachments". This section contains attachments referenced by the Bidder in their Response.
 - The use of double spacing throughout the proposal is preferred and requested.
 - Every page of the response shall contain the Bidder's legal name in the header.
 - Every page of the response shall contain "Page <page number> of <total pages>" and <submission date> in the footer.
 - Use of the Bidder company logo and tagline is permitted throughout the response.
 - The response **must** be presented using the same numbering and ordering sequence used in this RFP (e.g., the section in the submitted proposal should be the SAME as the section in the RFP)