



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SHARON DEVINE
Executive Deputy Commissioner

OTDA Alternate Format and Mail Services Invitation for Bid (IFB), Bidder's Notice

May 7, 2015

All Bidders:

This addendum is issued by the New York State Office of Temporary and Disability Assistance (OTDA) through the OTDA's Bidder's List and the Procurement/Bid Opportunity page of the OTDA website (<http://otda.ny.gov/contracts/procurement-bid.asp>)

Please review the following information carefully.

1. Alternate Format and Mail Services IFB Cover page Due Date has been revised to **May 18, 2015**.
2. Information page, page 2, Bid Due Date has been revised to **May 18, 2015** and the Bid Opening Date has been revised to **May 19, 2015**.
3. IFB Section 1.12 (Timetable), of the Alternate Format and Mail Services IFB has been amended to change the Bid Due Date and Bid Opening as follows:
 - 1.12 Timetable
 - 1.12.4 Bid Due Date **May 18, 2015**
 - 1.12.5 Bid Opening **May 19, 2015**
4. IFB Section 1.15.3.3 has been amended to correspond with the changes to Section 1.12 above.
 - 1.15.3.3 The emailed bid or hardcopy original and copies of the Bid must be received by the OTDA on or before the close of business (3:00 P.M.) on the Bid Due Date as noted in section 1.12.4 of this IFB. Any bidder's Bid made in response to this IFB not received by 3:00 P.M. on the closing date for receipt of Bids may not be considered responsive and will not be accepted, unless the OTDA, in its sole discretion, determines that no material prejudice will occur if such Bid is accepted.
5. It has come to our attention that the **2015 AFMS Appendix D** document posted on the OTDA website associated with the OTDA Alternate Format and Mailing Services IFB contains a formula error. The error has been corrected and the form

has been amended and reposted. Bidders must submit this amended form with their bid submission.

The changes above in reference to the “Bid Due Date” and “Bid Opening” for the IFB and the revised version of the 2015 AFMS Appendix D document are the only amendments to the IFB as noted herein.

In accordance with Section 1.12 of the Alternate Format and Mail Services IFB, the OTDA is extending the Bid Due Date until May 18, 2015 at 3:00 PM, Eastern Daylight Time.

Due to the proximity of this notice to the previously stated proposal due date, the OTDA will act as an escrow agent for any Bidder who so requests, by holding the Bidder’s proposal until the revised proposal due date. The OTDA will not open or examine any bid proposal prior to the revised bid submission date. In addition, the OTDA will allow Bidders the option to submit replacement pages and instructions for page replacement up until May 18, 2015 at 3:00 PM, Eastern Daylight Time, to be held in escrow for the OTDA to insert into the Bidder’s original proposal until bid opening.

Any replacement pages submitted must include the date of revision and be labeled as a replacement page and conform in all other respects with the Section 1.15, Instructions for Bid Submission, and Section 1.6, Minimum Qualifications, as well as all IFB requirements. Bidders must submit the original and three (3) copies, of the “Replacement Pages” containing the replacement page files. Submission of replacement pages shall be mailed, emailed or delivered to the address listed in Section 1.15.3.4 and 1.15.4.1 of the IFB.

The Bidder is responsible for ensuring that the most recently updated version of all required documents has been submitted. Updated versions released after the initial bid release date have been posted at <https://otda.ny.gov/contracts/2015/AFMS/>

Failure to include the most recently updated versions of all documents will delay award of the resultant contract, and may render the bid non-responsive and result in the disqualification of the bid.

In addition, the Acknowledgement of Amendments addendum below is considered a section of the IFB, and therefore this signed acknowledgement should be submitted separately with the original bid documents.

Thank you for your continued participation in this procurement.

We apologize for any inconvenience.

Acknowledgement of Amendments

Signature below indicates that bidder has read all information provided herewith and has submitted the most recently updated version of all required documents. Signature below also affirms the Bidder has received all Bid Solicitation Updates issued by the OTDA including OTDA responses to vendor inquiries. This addendum is considered a section of the Invitation for Bid (IFB), and therefore this signed acknowledgement should be submitted separately with the original bid documents. If Bidder has already submitted a proposal, this addendum should be submitted as a replacement page along with any other required replacement pages. Failure of an Offeror to acknowledge receipt may result in the offer being deemed non-responsive and possible disqualification of the bid.

Name & Title: _____

Signed Acknowledgement: _____

Company Name: _____ Date: _____

Note: Signature must accompany the submittal. Include this signed sheet with your bid submittal.