



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

**ADDENDUM NUMBER THREE
REQUEST FOR PROPOSALS (RFP) #21-006 SOLICITATION
FOR ELECTION MANAGEMENT SYSTEM
IMPLEMENTATION AND SERVICES**

Dear Prospective Proposer:

Addendum Number Three is released pursuant to RFP #21-006 Election Management System Implementation and Services on September 7, 2021 by the Department of Registrar-Recorder/County Clerk. This Addendum is made to update language located in RFP Main, Section 4.10 Proposal Submission, Pages 25-26 of the RFP.

The proposal submission deadline is Friday, September 24, 2021 at 5:00 P.M. PST. Please note It is the sole responsibility of each proposer to periodically check <https://camisvr.co.la.ca.us/lacobids/> for changes and/or additions to the solicitation.

Sincerely,

ALBERT NAVAS
Assistant Registrar-Recorder/County Clerk, Administration

AN:NH
VW:jw

4.10 Proposal Submission

The Proposer must submit ten (10) hard copies and one (1) electronic (Adobe® PDF) soft copy of its Administrative Proposal enclosed in a sealed envelope or box, plainly marked in the upper left corner with the name and mailing address of the Proposer and bear the words:

"ADMINISTRATIVE PROPOSAL FOR RFP #: 21-006 – PROPOSAL EVALUATION AND CONTRACTOR SELECTION FOR ELECTION MANAGEMENT SYSTEM IMPLEMENTATION AND SERVICES (PART 1)"

One (1) hard copy of the Administrative Proposal must be clearly identified on the cover and packaged as the ORIGINAL and must contain a "wet" original signature, in blue ink, by a person authorizing submission on behalf of the Proposer. The soft copy (e.g., searchable Adobe® PDF) must be submitted on a Universal Serial Bus (USB) storage device. The Proposer should make reasonable attempts to ensure that the soft copy media is "locked" or "read-only" to avoid unintentional changes to the Proposal.

The Proposer must submit ten (10) hard copies and one (1) electronic (Adobe® PDF) soft copy of its Technical Proposal enclosed in a sealed envelope or box, plainly marked in the upper left corner with the name and mailing address of the Proposer and bear the words:

"TECHNICAL PROPOSAL FOR RFP #: 21-006 – PROPOSAL EVALUATION AND CONTRACTOR SELECTION FOR ELECTION MANAGEMENT SYSTEM IMPLEMENTATION AND SERVICES (PART 2)"

One (1) hard copy of the Technical Proposal must be clearly identified on the cover and packaged as the ORIGINAL and must contain a "wet" original signature, in blue ink, by a person authorizing submission on behalf of the Proposer. The soft copy (e.g., searchable PDF) must be submitted on a USB storage device. The Proposer should make reasonable attempts to ensure that the soft copy media is "locked" to avoid unintentional changes to the Technical Proposal. The Proposer must submit ten (10) hard copies and one (1) electronic (Microsoft Excel® and Adobe® PDF) soft copy of the Cost Proposal separately from the Technical Proposal in a sealed package, plainly marked in the upper left corner with the name and mailing address of the Proposer and bear the words:

"COST PROPOSAL FOR RFP #: 21-006 – PROPOSAL EVALUATION AND CONTRACTOR SELECTION FOR ELECTION MANAGEMENT SYSTEM IMPLEMENTATION AND SERVICES (PART 3)"

One (1) hard copy of the Cost Proposal must be clearly identified on the cover and packaged as the ORIGINAL and must contain a "wet" original signature, in blue ink, by a person authorizing submission on behalf of the Proposer. The soft copy (Microsoft Excel® and Adobe® PDF) must be submitted on a USB storage device. The Proposer should make reasonable attempts to ensure that the soft copy media is "locked" to avoid unintentional changes to the Cost Proposal.

Proposals shall be mailed to the address below by the scheduled closing date and time for receipt of Proposals, as listed in Table 3:

**County of Los Angeles, Department of Registrar-Recorder/County Clerk
12400 Imperial Hwy, Contracts Section Suite 7211
Norwalk, CA 90650
Attention: Veronica Williams, Contracts Manager**

The Department of Registrar-Recorder/County Clerk is not open to the public at this time. However, for those wishing to hand deliver their submission prior to the submission deadline, a Los Angeles County representative may be able to accommodate proposer's delivery to the building at a mutually agreed upon date and time with a minimum twenty-four (24) hours' notice. Such requests may be sent to contracts@rrcc.lacounty.gov.

It is the sole responsibility of the Proposer to ensure that its Proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Table 3 will not be accepted and returned to the sender unopened. Timely hand delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All Proposals shall be firm and final offers, shall be treated as such by the County, and may not be withdrawn for a period of one hundred eighty (180) days following the last day to submit Proposals.