



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

October 3, 2022

ADDENDUM I

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000019948, Implementation and Support Services for Records Management and Document Imaging (RIM) System

PROPOSAL DUE DATE: November 18, 2022 @ 3:00PM

I. Pre-Proposal Conference

1.15.1 Pre-Proposal Conference

A Pre-Proposal Conference will be held on October 4, 2022, 1:00 p.m. – 3:00 p.m. The Pre-Proposal Conference is not mandatory, but prospective Proposers are strongly encouraged to attend. The CPRA intends to present general information, which may be helpful in the preparation of responses and to offer firms the opportunity to ask questions concerning this RFP.

The Pre-Proposal Conference will be held at:

**CPRA Baton Rouge Headquarters
150 Terrace Avenue
Baton Rouge, LA 70802**

**And by Conference Call @
866-390-1828; ACCESS CODE 5762488**

*** Proposers who choose to attend by Conference Call will not have access to view the presentation beforehand or during the call, and will not be able view a file room, which will be a part of the meeting.**

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the State will be stated in writing in response to written questions. Therefore, potential Proposers should submit all questions in writing, per Section 1.15.2 even if an answer has already been given to an oral question.

Firms planning to attend the Pre-Proposal Conference should notify the Single Point of Contact identified in Section 1.15.2 by email no later than 2:00 p.m. Central Time on September 30, 2022 of the names and titles of the individuals that will attend. At that time, notice should also be given of any person with a disability requiring special accommodations for the Pre-Proposal Conference.

END OF ADDENDUM I