



**ADDENDUM NO. 2 to RFP 14-02**

**Clarification is provided in RED for the following sections of RFP 14-02**

Section XII. Proposal Submission, paragraph B. Proposal Presentation:

1. **One original, with original signatures**, which may be bound with a binder clip, and **three (3) additional copies** unbound of the written proposal are required. (For a total of four (4) proposals.) The **original proposal** must be clearly marked "**Original Proposal**". If one copy of the proposal is not clearly marked "**Original Proposal**", the proposal may be rejected. However, the Commission may at its sole option select, immediately after proposal opening, one copy to be used as the **original proposal**. If discrepancies are found between two or more copies of the proposal, the proposal may be rejected. However, if not rejected, the **original proposal** will provide the basis for resolving such discrepancies. **ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED IN LIEU OF ORIGINAL SIGNATURES.**
2. The package containing the original and copies must be sealed and marked with the Proposer's name and "CONFIDENTIAL – RFP 14-02 FCSP-FSS"
3. All proposals must be submitted on 8 1/2" by 11" paper with single sided printing, unless specifically shown to be impractical, with no less than 1/2" top, bottom, left and right margins. Proposals must be typed or prepared with word processing equipment and **double-spaced**. Typeface must be no more than 12 characters per inch. Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom center of the page. **DOUBLE-SPACING IS NOT A REQUIREMENT FOR THIS RFP.**

Section XII. Proposal Submission, paragraph C. Proposal Format, Bullet 10, Proposer's Financial Capacity – Attachment I

- a. Submit the three most recent and complete annual audited financial statements; the most recent must be completed within the past 18 months.  

**OR**
- b. If you do not have audited financial statements, please submit unaudited financial statements for the three most current years (including balance sheets, income sheets, and statement of cash flow).  

**AND**
- c. Submit an unaudited financial statement to cover the period from the last audited statement to present, ending no more than 120 days prior to the submission of this proposal.
- d. Complete and include all items on this form, **Attachment I**.

**ONLY ONE (1) COPY OF FINANCIALS IS NEEDED. PLEASE INCLUDE FINANCIALS FOR ATTACHMENT I IN THE ORIGINAL COPY.**

**WE UNDERSTAND AUDITS, FINANCIALS, ETC. MAY BE AN EXCESSIVE AMOUNT OF PAGES FOR LARGER ORGANIZATIONS THEREFORE WE ARE ALLOWING AGENCIES TO SUBMIT ONE (1) COPY OF FINANCIALS TO SATISFY ATTACHMENT I.**

**SUBMISSIONS INCLUDING MORE THAN ONE (1) COPY OF FINANCIALS WILL NOT BE PENALIZED.**