



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

June 29, 2021

RE: Addendum #1: **RFP #07152021LJS – Professional Instructional Temporary Staffing Services**

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated June 24, 2021. The Contractor shall acknowledge receipt of this Addendum on the Proposal Form. Failure to do so may subject the Respondent to disqualification.

Item #1 – REQUEST FOR PROPOSAL HEADER PAGE, Page 1:

Delete in its entirety: “Questions or requests for clarification of technical issues and terms pertaining to this RFP must be submitted in writing via e-mail to jonessultonlm@scsk12.org, and received by SCBE no later than **July 7, 2021 @ 11:00 AM/CST.**”

Insert in its entirety: “Questions or requests for clarification of technical issues and terms pertaining to this RFP must be submitted in writing via e-mail to jonessultonlm@scsk12.org, and received by SCBE no later than **July 2, 2021 @ 11:00 AM/CST.**”

Item #2 - PART I: SCOPE OF WORK, SECTION 2.0 SCOPE OF SERVICES , Page 3 – SUPPLEMENTARY CONDITIONS:

Delete in its entirety: “SCBE requests proposals for Professional Instructional Temporary Staffing Services including teachers and other instructional school-based positions. The specifications are contained in the Request for Proposal. Responses submitted must meet or exceed all requirements. Proposals that do not meet or exceed all requirements will be considered non-responsive. All exceptions must be noted.”

Insert in its entirety: “SCBE requests proposals for Professional Instructional Temporary Staffing Services including teachers and other instructional school-based positions. The specifications are contained in the Request for Proposal. Responses submitted must meet or exceed all requirements. Proposals that do not meet or exceed all requirements will be considered non-responsive. All exceptions must be noted. **(See Part V: Scope of Services, pp. 15-17 for details and Appendix K For Job Descriptions and Responsibilities).**”

Item #3 - PART II: GENERAL TERMS AND CONDITIONS, SECTION 4.0 QUESTIONS AND ANSWERS, Page 4 – SUPPLEMENTARY CONDITIONS:

Delete in its entirety: “No interpretation of the meaning of the specifications or other documents will be made to any Supplier orally. Questions shall be submitted in writing to the Point of Contact (see Part II, § 5.0). To be given consideration, the questions must be received **NO LATER THAN July 7, 2021 @ 11:00 a.m. CST.**”

Insert in its entirety: “No interpretation of the meaning of the specifications or other documents will be made to any Supplier orally. Questions shall be submitted in writing to the Point of Contact (see Part II, § 5.0). To be given consideration, the questions must be received **NO LATER THAN July 2, 2021 @ 11:00 a.m. CST.**”

Thank you,

Procurement Services