



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov
10 Feb 2012
Addendum # 9**

RFP # 7449255

**TITLE: REQUEST FOR PROPOSALS FOR TRANSITION, ENHANCEMENT, OPERATION, AND MAINTENANCE OF THE
MEDICAL MANAGEMENT INFORMATION SYSTEM**

SUBMISSION DEADLINE: 23 MARCH 2012 @ 11:30 AM (EASTERN TIME)

- **ADDITIONAL INFORMATION, ADDED TO THE BIDDER'S LIBRARY, IS RELEASED IN THIS ADDENDUM. THAT INFORMATION IS POSTED, AND ACCESSIBLE, AS DISK BASED.**

Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

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Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.