



## Solicitation Information

October 17, 2012

Addendum #3

**(REVISED 10/18/12)**

**RFP # 7458070**

**TITLE: TEMPORARY PROFESSIONAL CONTRACTOR SERVICES  
FOR THE STATE OF RHODE ISLAND (MPA-393)**

**Submission Deadline: October 25, 2012 @ 10:00 AM (EDT)**

- Some of the formulas contained in Attachment 4 to the RFP were missing. The attached spreadsheet with Attachment 4 from the RFP has been updated to include all of the appropriate formulas. However, please check all calculations on the submitted cost proposal to verify accuracy. This is posted as a zip file in the column labeled 'Info.'
- **In reference to one of the question#13 in the vendor responses in Addendum #2, attached is proposal submitted by the State's current vendor for the prior solicitation.**

**IMPORTANT – PLEASE TAKE NOTE – PROPOSAL SUBMITTED BY THE STATE’S  
CURRENT VENDOR HAS BEEN REMOVED AND POSTED IN ADDENDUM #4.**

**RESUMES HAVE BEEN REMOVED.**

DANIEL W. MAJCHER, ESQ.  
Assistant Director, Special Projects

# 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/RFP.

## 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".

## 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.