

**ADDENDUM NO. 1**

**Request for Proposal No. MHCRC200901**

**Community Technology Needs & Interests Ascertainment RFP**

**Proposals Due: Thursday, May 7, 2009 by 4:00 p.m.**

To all Applicants of record:

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made a part of the above noted RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the proposal to remain in force. It is the responsibility of all Applicants to conform to this addendum.

ITEM	LOCATION	CHANGE
1.1	Cover page; Part II, Section B, Subpart 1: Proposal Format	Proposals will be accepted electronically by the date and time established in the RFP. Emailed proposals should be sent to <a href="mailto:julieo@mhcrc.org">julieo@mhcrc.org</a> and include the RFP # and Project Title in the body of the email. PDF format is highly preferred – only print materials, formatted for 8 1/2 x 11 paper size, can be submitted electronically. If you wish to include a CD or DVD as part of your proposal, we need to receive seven copies in the office by the due date. Any other supportive information that doesn't meet the email criteria also must be received by our office by the due date to be considered as part of your proposal.
1.2	Part II, Section B, Subpart 3: Business Compliance	All Applicants do not need a City of Portland Business License when submitting a proposal; however the successful Applicant will need a City of Portland Business License in place prior to MHCRC contracting on June 15.
1.3	Part I, Section B, Subpart 4: Workers' Compensation Insurance	The successful Applicant must demonstrate compliance with ORS 656.017, which requires subject employers to provide workers' compensation for work performed in Oregon by subject workers. Out-of-state Applicants are encouraged to contact their insurer to determine whether or not existing insurance coverage extends to Oregon.

**END OF ADDENDUM**

Julie S. Omelchuck  
MHCRC Program Manager