



Administrative Office of the Courts

Operations Division

Amendment #1

Invitation For Bid

Instructional Designer: Guardianship Online Courses

Contract Number K18-0085-25I

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

#1 Revised Section 3.1 Bid Format

The Bidder must submit a transmittal letter on the bidder's stationery. The sole purpose of the transmittal letter is to transmit the bid. It should be brief and signed by an individual who is authorized to commit the bidder to the services stated in this IFB. Submit the transmittal letter with the following documents to the Issuing Office prior to the submission deadline:

- Completed Bid/Proposal Affidavit with Resident Agent (IFB Attachment B)
- Bid Sheets (separate IFB ~~Attachment D~~ Attachment E) signed by authorized personnel.
- Copies of Insurance Certificates (Section 2.7)

Bids must be submitted in a sealed envelope that clearly indicates it contains a bid.

#2 Revised Section E

See Attachment

Issued by: Alisha Allmond
Procurement Officer
May 24, 2018