

EXHIBIT 1 TO AMENDMENT 2 OF

RFP 2016-001

SECTION 3.1 REVISED

3.1 PROPOSAL REQUIREMENTS

The electronic response must be on eight and one-half by eleven inch (8 ½" x 11") plain white paper with each major section of the proposal separated by a blank page or tab. Font shall be an English legible regular business font style and size 12.

The eight major sections (M) of the proposal are to be submitted in the order noted below:

1. Letter of Submittal including signed Certifications and Assurances (Exhibit A), with Exceptions to the Sample Contract (Exhibit D) attached
2. Financial and Vendor Business Requirements (Section 4)
3. Business References (Section 5) using Exhibit B
4. Management Proposal (Section 8)
5. Technical Proposal (Section 9) with Exhibit G
6. Best Value (Section 11)
7. Cost Proposal using Exhibit E
8. IT Security Proposal using Exhibit F

Responses must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Vendor in preparing a thorough response.

Items in sections marked "mandatory" must be included as part of the response for the response to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.