

Thank you for participating in the Western PA Regional CAD procurement process. We look forward to reviewing your solutions.

As we discussed in the Pre-bid meeting on June 9, the forms have been created for the convenience of the evaluators to assist in the side-by-side comparison of the responses. Using and returning the forms as instructed is mandatory.

Instructions to Vendors regarding the additions / changes to the Electronic Response forms. Please note the following:

- **Addition of RCAD RFP Response Form unlocked 20160630**
 1. This unlocked form has been added at the request of a vendor to allow an easier way respond to the RFP through sharing of portions of the document within their organization.
 2. Caution: Although the vendor may split up the RCAD RFP Response form during the development of the response, the vendor is responsible to reassemble the form into the original format and structure. The response areas must align with the original locked form. If the response areas do not align, the vendor risks losing the score for the misaligned areas.

- **Changes to Attachment A – RCAD Specifications Vendor Response Form r1**
 1. The “Additional Comments” column has been changed to allow word wrap and auto row height adjustment.

- **Changes to Attachment B – Regional CAD Cost Data Form FINAL amended locked v2**
 1. The “Comment” column has been changed to allow word wrap and auto row height adjustment.
 2. Rows have been added to accommodate the description of tiered licensing solution, if offered.
 3. Section J has been added to capture the “Not to exceed cost of the proposed solution.”

- **Addition of Attachment B1 – Regional CAD Supplemental Information to the Cost Data Form locked**
 1. This form has been added to capture any Supplemental Information a vendor wants to provide regarding cost.
 2. Do not include actual cost figures in this form. This form is for informational purposes only.

- **RCAD Information Sheet**
 1. This table has been provided to present statistical information about the RCAD member counties.