

DES PLAINES PUBLIC LIBRARY  
ACKNOWLEDGEMENT OF ADDENDUM  
IT SERVICES ADDENDUM 2

FOR BID PACKAGE REQUEST FOR THREE YEAR ON-SITE COMPREHENSIVE IT  
SERVICES FOR THE DES PALINES PUBLIC LIBRARY, NO. 09-2016

THE IT BID ADDENDUM 2 IS ISSUED BY THE DES PLAINES PUBLIC LIBRARY THROUGH THE LIBRARY'S WEBSITE. THE ADDENDUM SHALL BE MADE A PART OF THE BID DOCUMENTS AND SPECIFICATIONS FOR THE IT SERVICES BID SPECIFICATIONS 2017 - 2019. BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND SUBMITTING THIS ADDENDUM ACKNOWLEDGMENT FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF AN ADDENDUM MAY BE CAUSE FOR REJECTION OF THE BID.

When submitting all bid proposals, this Addendum Acknowledgment Form must be included in the Bid submittal.

This Addendum No. 2 consists of 3 pages and has the following information:

These questions were received by email.

1. Question: How many firms do you expect to reply to this RFP?  
Answer: We don't know.
2. Question: How many were solicited for bid?  
Answer: The RFP was sent directly to nine companies, and published in the Daily Herald and on the library's website.
3. Question: How is each of the evaluation criteria weighted in terms of priority?  
Answer: We do not have a rubric for evaluating the RFP questions.
4. Question: How important is the proximity of the IT firm in relation to The Des Plaines Public Library?  
Answer: Our current vendor, OSG, is located in Aurora, IL.
5. Question: What are the specific business issues/challenges that are the motivation behind the creation of this RFP?  
Answer: The library's Board of Trustees requires us to solicit proposals on contracts.

6. Question: Is there an incumbent firm also bidding for these services? If not, why not?

Answer: Yes, OSG.

7. Question: How many total physical facilities are included in the scope of services to be provided?

Answer: One.

8. Question: Does the Des Plaines Public Library currently have a Bring Your Own Device (BYOD) policy?

Answer: Yes, the library's personnel policy contains a Use of Personal Devices for Library Business section.

I hereby acknowledge receipt of documents pertaining to the above-referenced Bid.

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)