



**NYS WORKERS' COMPENSATION BOARD (WCB) Competitive Procurement For:
e-Discovery and Managed Document Review Services, C140396**

**BID SOLICITATION UPDATE #1
Issued: April 24, 2020**

PLEASE ADDRESS INQUIRIES TO ISSUING OFFICER (Courtney Souza, Supervising Budgeting Analyst) or ALTERNATE (Karen Meyer, Contract Management Specialist II) at WCBContracts@wcb.ny.gov

SUBJECT: Revisions to Solicitation (Revised April 24, 2020)

TO PROSPECTIVE BIDDERS:

The above-referenced RFP has been amended to include the changes outlined below. Amendments are reflected in the revised RFP dated April 24, 2020; **please use this revised document when submitting your proposal.**

The amended RFP can be found at the following link:

http://www.wcb.ny.gov/procurements/RFPC140396_e_Discovery/RFPC140396_e_Discovery.jsp

The following summary of amendments is provided for your convenience:

- Section 4 – Response Requirements has been amended to reflect a change in bid submission procedure. Specifically, bidders will not be required to submit hard copies of their proposals for this procurement. Changes were made to the following Sections:
 - Section 4.1, General Procedures;
 - Section 4.2, Cover Letter;
 - Section 4.3, Administrative Volume (Volume I);
 - Section 4.4, Technical Volume (Volume II); and
 - Section 4.5, Cost Volume (Volume III);

Bidders are responsible for reviewing the amended RFP and complying with the revised response requirements. All other terms and conditions of the Solicitation remain unchanged. All bids shall be considered based on these amendments.

**e-Discovery and Managed Document Review Services RFP C140396
ACKNOWLEDGEMENT**

If submitting a bid, this letter and the completed Acknowledgement below must be included with your cover letter and made part of your bid.

BY EXECUTING THIS PAGE, THE BIDDER ACKNOWLEDGES THAT THEY HAVE REVIEWED THE AMENDMENTS ASSOCIATED WITH THIS RFP AND APPLICABLE ATTACHMENTS.

BIDDER: _____

ADDRESS: _____

CITY, STATE ZIP: _____

SIGNATURE OF BIDDER: _____

PRINT NAME OF SIGNATORY: _____ DATE: _____