**ADDENDUM NO. 2 – POSTED June 24, 2020**

**REQUEST FOR PROPOSAL**

**RFP NUMBER – TCAS-2020-03-MS**

**TITLE – DIGITIZING JUDICIAL BRANCH RECORDS**

This Addendum No. 2 hereby modifies the above referenced RFP as indicated below:

1. **TCAS-2020-03-MS-Digitizing-Judicial-Branch-Records-RFP**

Section #3 Work Locations: changed from:

“Off-site vendor operations must be located within the state of California, and electronic storage of data must be located within the contiguous United States”

to:

“Off-site vendor operations and electronic storage of data must be located within the contiguous United States”

1. **TCAS-2020-03-MS-Exhibit-1-Requirements-Matrix-and-Response-Form**

Requirement PR-06 changed to remove references to “sealed” records - from:

“Records contained in an envelope labeled “confidential”, “sealed” or “sealed by JBE order” must be imaged as a separate image file and labeled the same as the original record with an accessibility identifiers such as, "C=Confidential" or "S=Sealed," as specified by the participating JBE.”

to:

“Records contained in an envelope labeled “confidential” must be imaged as a separate image file and labeled the same as the original record with an accessibility identifier such as "C=Confidential", as specified by the participating JBE.”

1. **TCAS-2020-03-MS-Exhibit-2-Cost-Proposal-Form**

Added Standard Processing Costs Items 1.3 and 1.4 to exclude indexing.

Updated Cost for Additional Services Item 2.7 to more generally refer to documents that require special handling.

Added Cost for Additional Services Items 2.21 and 2.22 to allow separate pricing of indexing by metadata field.

Added “Volume Discounts/ Tiers” column to identify volume discounts or tiers in the pricing.

Added an Instructions tab to the Form.

1. **TCAS-2020-03-MS-Exhibit-3-Proposer-Response-Template**

Section #2 Company Overview and Financial Information, Table 2. Details of Revenue Stream and Section #6.4 Use of Subcontractors, Table 9. Proposed Subcontractors:

Updated to require Company Revenue and Company Net Income for Fiscal 2019.