



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF FINANCE
CECELIA H. STOWE, CPPO, C.P.M.
PURCHASING DIRECTOR

March 20, 2018

ADDENDUM NO. 1

Request for Proposal: #18-1594-2EMF

Subject: Electronic Forms Management System - HCPS

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

This RFP and any addenda are available on the County of Henrico Purchasing website at <http://henrico.us/purchasing>. To download the (IFB or RFP), click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to: fa151@henrico.us

Attachment J – Pricing Spreadsheet is now posted

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director
Eileen Falcone
Procurement Analyst IV
804-501-5637
fa151@henrico.us

**ATTACHMENT J
PRICING SPREADSHEET
RFP #18-1594-2EMF**

One-Time Costs		Notes: List what is included in the line item price. (i.e. no. of hours, participants, no. of days on site, web base training etc.)				
Software Licensing Costs (if applicable)	\$					
Interfaces/Integration Costs	\$					
Data Conversion Costs	\$					
Professional Services Costs (not including integration and interfaces)	\$					
Training Cost	\$					
Server Hardware Costs (if applicable)	\$					
Other one-time costs (please specify in Notes tab)	\$					
Total One-Time Costs	\$					
Recurring Subscription/Maintenance Costs						
		Year 1	Year 2	Year 3	Year 4	Year 5
Annual Subscription Cost	\$	\$	\$	\$	\$	\$
Annual Maintenance (if separate from Subscription cost)	\$	\$	\$	\$	\$	\$
Custom Modification Maintenance (if applicable)	\$	\$	\$	\$	\$	\$
Additional Maintenance	\$	\$	\$	\$	\$	\$
Total Recurring Subscription/Maintenance Cost	\$	\$	\$	\$	\$	\$
Percentage of increase for Years 5-10	%					
TOTAL FIVE YEAR INVESTMENT	\$					
Total One-Time Costs	\$					
Recurring Subscription/Maintenance Cost Years 1-5	\$					
TOTAL FIVE YEAR INVESTMENT	\$					
Other Costs (if applicable: please specify the nature of these costs)	Cost	Notes:				
Description	\$					
Hourly Rates						
	\$					
Hourly Rate for Professional Services	\$					
Hourly Rate for Custom Programming						