



**Date of Issuance:** 07/13/2021

**Solicitation No.** 5660013312

**Requisition No.** \_\_\_\_\_

**Amendment No.** 002

Hour and date specified for receipt of offers is changed:  No  Yes, to: \_\_\_\_\_ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date in the subject line of the email.

**ISSUED FROM:**

Kearstyn Murphy  
Contracting Officer

\_\_\_\_\_  
Phone Number

Kearstyn.Murphy@travelok.com  
E-Mail Address

**RETURN TO:** [solicitations@travelok.com](mailto:solicitations@travelok.com)

**Description of Amendment:**

a. This is to incorporate the following:

- Q1. Where does the freight get entered on the pricing sheet?  
A1. The pricing sheet has been updated with this information.
- Q2. Can we make notes on the pricing sheet?  
A1. The bidder may make notes on the pricing sheet; however, the information contained on the document is set up to allow OTRD to make an apples-to-apples comparison of pricing. This may affect the bidder's pricing score during evaluation.
- Q3. On pricing sheets there is no lines for 8-page form runs, where do we show pricing?  
A3. The pricing sheet has been updated with this information.
- Q4. The cover on the travel guide states 100# No 3 Matte cover and the outdoor guide states 100# No 3 Matte text. Was this supposed to be different?  
A4. The RFP is correct, and this was not a mistake.
- Q5. In reviewing the pricing sheet for the Travel Guide, it has the 100# listed as text weight and not cover weight.  
A5. 100# text weight is correct.
- Q6. Do you know when the addendum will come out for the new pricing sheets with the changes listed below.  
A6. The changes have been made to the pricing sheet directly. The updated version was uploaded to the website about a week and a half ago. The question-and-answer period closed on Friday. I am working on compiling all the questions and answers onto a document. An amendment document will be uploaded as soon as it's complete.



Q7. What is the timing or when would the product be due for each guide?  
 A7. This information was not provided in the solicitation and is not something OTRD will be discussing until a vendor is selected.

Q8. Based on this, do you need sample schedules or not at this time?  
 A8. OTRD will discuss actual schedules with the selected vendor or vendors upon award. OTRD is looking to have all the required elements outlined in the solicitation responded to and all requested information provided.

Q9. Please provide expected page count and expected production schedules for both OTRD Travel Guide and OTRD Outdoor Guide.  
 A9. This information will not be provided until a vendor is selected. OTRD is evaluating the bidders' ability to meet the agency's requirements and their pricing. Schedules and page counts will be addressed once a bidder has been selected.

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**) Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**) Title Authorized Representative Signature