

2.6.2 First Amended and Restated Minimum Requirements Proposal Submission

a) Submit, simultaneously to the address identified in the table above, the following:

i. Hard Copies

- 1) Two (2) completed and signed originals of Minimum Requirements Proposal Responses, a) through K) as outlined in Section 2.7.1 Minimum Requirements Proposal Contents.
- 2) Eight (8) copies of the completed and signed Minimum Requirements Proposal Responses, a) through K), as outlined in Section 2.7.1. Minimum Requirements Proposal Contents.
- 3) One (1) physical copy of the Minimum Requirements Responses, a) through K) as outlined in Section 2.7.1 Minimum Requirements Proposal Contents., Redacted in accordance with the instruction provided in this RFP.
- 4) Vendor shall mark the original versions of the signed, originally executed Vendor's Minimum Requirements Proposal Responses for easy identification by the Plan.
- 5) For clarity, there should be a total of ten (10) hard copies submitted, if no Redacted copy is being submitted and eleven (11) copies submitted if a Redacted copy is being submitted, to be compliant with this section.

ii. Electronic Copies

- 1) Two (2) flash drives, each having one un-Redacted electronic copy of the Minimum Requirements Proposal Responses on it; and
- 2) If the Vendor desires to provide redactions, one (1) electronic copy on a flash drive, Redacted in accordance with the instructions provided in this RFP. Redacted copies shall exclude any information that is confidential and not subject to disclosure under Chapter 132 of the North Carolina General Statutes, the Public Records Act. All redactions shall be made in BLACK and in accordance with Section V, Paragraph 24 "Confidential Information" of Attachment B: Instructions to Vendors.
- 3) For clarity, there should be a total of two (2) flash drives, if no Redacted copy is being submitted or three (3) flash drives if a Redacted copy is being submitted, to be compliant with this section.

At the Vendor's discretion, individual attachments, exhibits, and/or supporting documentation that are **greater than 50 pages** in length may be submitted in electronic copy instead of being submitted as a physical copy. If a Vendor does so choose, such an electronic copy must be submitted on flash drives. The original and physical copy technical responses must specifically identify the file names and location of the individual attachments, exhibits, and/or supporting documentation submitted in this manner.

- b) Submit your Minimum Requirements Proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; (3) Minimum Requirements Proposal, and (4) the due date. Address the package(s) for delivery as shown in the table above.
- c) For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed Proposal package.
- d) The electronic copies of Vendor's Proposal must be provided on separate read-only flash drives. The files on the flash drives **shall NOT** be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including being readable in Microsoft Word and/or Microsoft Excel.
- e) Flash Drives One and Two must contain the entire Minimum Requirements Proposal, including any proprietary information, and must have the following label affixed to the flash drives: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Minimum Requirements Proposals Non-Redacted."
- f) Flash Drive Three, if required for confidentiality, must contain the Minimum Requirements Proposals, redacting any information identified as confidential under the Public Records Act. All redactions shall be made in accordance with Section V, Paragraph 24 "Confidential Information" of Attachment B: Instructions to Vendors. The Plan, in responding to public records

requests, will release the information on this flash drive. The following label must be affixed to the flash drive: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Minimum Requirements Proposals Redacted."

- g) The Plan will accept digital electronic signatures.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s) in the Plan's discretion.

The Plan may include critical updated information in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.6.3 First Amended and Restated Technical and Cost Proposal Submission

- a) Submit, simultaneously to the address identified in the table above, the following:

i. **Hard Copies:**

- 1) **Two (2) signed, originally executed** Technical Proposal and Cost Proposal Responses;
- 2) Eight (8) physical copies of each in 1) above;
- 3) One (1) physical copy of the Technical Proposal and one (1) physical copy of the Cost Proposal Redacted in accordance with the instructions provided in this RFP;
- 4) Vendor shall mark the original versions of the signed, originally executed offeror's Technical Proposal and Cost Proposal for easy identification by the Plan.
- 5) For clarity, there should be a total of ten (10) hard copies submitted, if no Redacted copy is being submitted and eleven (11) copies submitted if a Redacted copy is being submitted, to be compliant with this section.

ii. **Electronic Copies**

- 1) Two (2) flash drives, each flash drive having one un-Redacted electronic copy on it; and,
- 2) If the Vendor desires to provide redactions, one (1) electronic copy on a flash drive, Redacted in accordance with the instructions provided in this RFP. Redacted copies shall exclude any information that is confidential and not subject to disclosure under Chapter 132 of the North Carolina General Statutes, the Public Records Act. All redactions shall be made in BLACK and in accordance with Section V, Paragraph 24 "Confidential Information" of Attachment B: Instructions to Vendors.
- 3) For clarity, there should be a total of two (2) flash drives, if no Redacted copy is being submitted or three (3) flash drives if a Redacted copy is being submitted, to be compliant with this section.

At the Vendor's discretion, individual attachments, exhibits, and/or supporting documentation that are **greater than fifty (50) pages** in length may be submitted in electronic copy instead of being submitted as a physical copy, if the Vendor so chooses. If a Vendor does so choose, such an electronic copy must be submitted on flash drives. The original and physical copy technical responses must specifically identify the file names and location of the individual attachments, exhibits, and/or supporting documentation submitted in this manner.

- b) Submit your Technical and Cost Proposals in separate sealed packages. Clearly mark each package with: (1) Vendor name; (2) the RFP number; (3) Technical Proposal or Cost Proposal, respectively; and (4) the due date. Address the package(s) for delivery as shown in the table above.
- c) For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed Proposal package.
- d) The electronic copies of your Proposal must be provided on separate read-only flash drives. The files on the flash drives **shall NOT** be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including being readable in Microsoft Word and/or Microsoft Excel.

- e) Flash Drives One and Two must contain the entire Technical and Cost Proposals, including any proprietary information, and must have the following label affixed to the flash drives: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Technical and Cost Proposals Non-Redacted."
- f) Flash Drive Three, if required for confidentiality, must contain the Technical and Cost Proposals, redacting any information identified as confidential under the Public Records Act. All redactions shall be made in accordance with Section V, Paragraph 24 "Confidential Information" of Attachment B: Instructions to Vendors. The Plan, in responding to public records requests, will release the information on this flash drive. The following label must be affixed to the flash drive: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Technical and Cost Proposal Redacted."
- g) The Plan will accept digital electronic signatures.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s) in the Plan's discretion.

The Plan may include critical updated information in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.