



City of Newburgh
City Comptroller's Office

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NOTICE TO PROPOSERS

ADDENDUM NO. 1

REQUEST FOR PROPOSALS

FOR

AFTER SCHOOL PROGRAMS

FUNDED THROUGH THE

21ST CENTURY COMMUNITY LEARNING CENTER PROGRAM

DUE: 3:00 P.M., LOCAL TIME, TUESDAY, AUGUST 14, 2012

This Addendum consists of a total of four (4) pages.

Dated: Thursday, August 9, 2012 at 3:00 p.m.

1. In Section 9: Submission Requirements on page 7, sub-section 9.5 reads:

9.5 Current fingerprint report and record for anyone that will be working under this program for the 2012-2013 program year. Proposals received without the fingerprint report(s) and record(s) will result in rejection of such Proposal. For assistance in obtaining fingerprints, fingerprint reports or records, you may contact Morpho Trust USA at (877) 472-6915 or www.L1Enrollment.com.

It has been brought to the City's attention that both the Facility Code and OIR numbers previously used with Morpho Trust USA (formerly L1 Enrollment) are no longer valid.

At this time, the City is advising each and every interested Vendor submitting a Proposal current fingerprint reports and records shall not be made a Submission Requirement. However, current fingerprint(s) and report(s) will be required if Vendor's Proposal is selected no less than two (2) weeks prior to program commencing.

Therefore, by issuance of this Addendum, sub-section 9.5 shall be revised and now read as follows:

*9.5 Current fingerprint report and record for anyone that will be working under this program for the 2012-2013 program year must be received by the City Comptroller no later than two (2) weeks prior to program commencement. Vendors are responsible to formally notify the City Comptroller in writing if any individuals listed in the original Proposal submitted change prior to the program commencing **and** throughout the duration of the program. Current fingerprint report(s) and records(s) must be included with the notification submitted to the City Comptroller when advising of any new individual that will work under the program.*

Upon receipt of the new Facility Code and OIR number from Morpho Trust USA, the City shall forward the new information to Proposers. At that time, you may contact Morpho Trust USA at (877) 472-6915 or www.L1Enrollment.com for assistance in obtaining fingerprints, fingerprint reports or records.

2. The following page entitled *Form A – Acknowledgement of Addendum No. 1* must be completed and submitted with the original Proposal. Failure to submit *Form A* will result in disqualification and rejection of Proposal.

FORM 'A'

ACKNOWLEDGEMENT OF ADDENDUM No. 1

ISSUE DATE: THURSDAY, AUGUST 9, 2012 AT 3:00 P.M.

CITY OF NEWBURGH, NEW YORK

FOR

AFTER SCHOOL PROGRAMS

FUNDED THROUGH THE

21ST CENTURY COMMUNITY LEARNING CENTER PROGRAM

I, _____ acknowledge receipt of the above referenced Addendum dated Thursday, August 9, 2012, and agrees that he / she is bound by all addenda whether or not listed herein and has taken the information contained therein into consideration in preparing our response to the above Proposal.

By: _____ Date: _____

Signature of Proposer (in blue ink)

Name of Proposer

Proposer's Business Name (if applicable)

END OF ADDENDUM No. 1

Dated: Thursday, August 9, 2012 at 3:00 pm