



Hawthorne School District

Educational Excellence

ADDENDUM NUMBER 1

Request for Proposal No. R25-26-10

April 15 2026

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This addendum forms a part of the contract document and modifies the original Request for Proposal ("RFP") documents. The following revisions, clarifications, deletions, and/or additions shall be made to the RFP document for RFP No. R25-26-10. All other requirements of the contract documents shall remain the same. **It is mandatory to acknowledge receipt of this addendum by inserting its number into the location provided in the RFP document.**

This addendum consists of the following changes to the RFP document:

PART I – REVISION

1. The last day of the evaluation period, as referenced in the RFP document, is hereby corrected to read as April 27, 2026, in place of April 25, 2026.

2. Instructions to Conditions, Article 20, page 5, change to read as follows:

20. Award of Proposal: Award of this RFP shall be made based on the proposal that, in the District's opinion, best meets the requirements outlined in this RFP, provides the best value to the District, and receives the highest scores. Pricing will be evaluated based on Schedule A, with no consideration to Schedule B. Unsolicited services offered as part of the RFP response will not be evaluated or considered in the award process. The District reserves the right to reject any or all proposals, in whole or in part, to make an award, or multiple awards, and to be the sole judge of the responsiveness and qualification of all proposals. Each RFP must conform to and be responsive to the Contract Documents as defined in the Proposal Requirements.

3. Instructions to Conditions, Article 23, page 6, change to read as follows:

23. Term of Contract. The minimum contract term is for one (1) year, May 14, 2026 through May 12, 2027. Pursuant to California Education Code 17596 and 81644, by means of a written agreement entered into before the end of the Term, the Parties may by mutual consent, extend the Term for an additional year. The Parties thereafter may mutually agree each year to continue this Agreement on a yearly basis for up to a total of four (4) one-year periods

4. Instructions to Conditions, include Article 36, which reads as follows:

36. Records Handling, Security, and Geographic Location Requirements. All document scanning services shall be performed in compliance with applicable federal, state, and local laws and regulations. Under no circumstances shall District records be transported, transmitted, or otherwise removed from the State of California. To be deemed responsive and responsible, the Contractor must maintain a fully operational document processing facility located in the State of California. The Service Provider shall demonstrate the capability to securely receive, handle, process, and store all District records within this geographic area at all times. Failure to meet these requirements may result in being deemed non-responsive to the terms of the RFP.

PART II – CLARIFICATION

Question 1: Where is the indexing or naming information located (file folder tabs, cover sheets, document headers, etc.)?

Response: The majority of indexing information is located in the file folder or within the document headers

Question 2: Is the indexing information handwritten or machine-printed?

Response: Indexing information may be in handwritten, typed, or printed form

Question 3: Is Optical Character Recognition (OCR) required?

Response: No.

Question 4: If bid security is required, please clarify the following:

- a. Will the District accept an electronic copy of the bid bond at the time of submission, with the original to follow if requested? **No. If opting for a bid bond as the bid proposal security, the original must be included with your proposal.**
- b. Is an annual renewable bond acceptable, or does the District require a bond issued specifically for this project?
- c. Will a performance bond be required upon contract award? **No.**
- d. If a performance bond is required, what percentage of the total contract value must it represent? **N/A**

Response: Refer to Question 4 above and the corresponding response provided in red.

Question 4: In consideration of the short turnaround time and the location of our corporate headquarters and authorized signatory, would the District consider an extension of the proposal due date?

Response: An extension of the RFP due date shall not be granted

END OF ADDENDUM