

ADDENDUM NO. 2

This addendum consists of 1 page

TO: All Plan Holders

FROM: Dan Castimore, IT Manager

DATE: January 5, 2024

SUBJECT: Electronic Submission

Bidders must acknowledge receipt of this Addendum in the appropriate place on the Bid Form. Failure to do so may result in the disqualification or rejection of the bid.

Note: Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

02-1 Clarification

Section 2.6 b states: "Electronic submission: Details of electronic submission process will be provided in an addendum."

Bids may be submitted at <https://forms.kenai.city/Forms/BidSubmissionForm>

This addendum contains an attachment which describes the process to submit a proposal electronically.

Attachments:

Electronic Submission Instructions

End of Addendum 2

City of Kenai

Electronic Bid/Proposal Submission Instructions

1. Go to <https://forms.kenai.city/Forms/BidSubmissionForm>

The screenshot shows the 'City of Kenai Bid or RFP Submission Form'. At the top left is the Kenai logo. The title 'City of Kenai Bid or RFP Submission Form' is at the top right. Below the title, there is a 'Date Time' section with a note: 'Date and time will be captured on form submission'. The main form area includes a 'Project Submitting For:' dropdown menu with 'Cybersecurity Assessment 2023' selected. Below this are three text input fields: 'Name of Respondants Firm/Company*', 'Submitters Name*', and 'Email Address*'. There are two file upload sections: 'Proposal' and 'Fees', each with a dashed border and a 'Choose files' button. At the bottom, there is a 'Disclaimer*' section with a checkbox and the text: 'By checking this box I agree that I am authorized to submit a response on behalf of the afore named firm/company'. A blue 'Submit' button is at the bottom center.

2. Select the project you are submitting from using the “Project Submitting For:” drop down box.
3. Enter the name of your Firm or Company.
4. Enter your name.
5. Enter an email address that will be used for issuing a receipt for the submission. *All other communications regarding your bid/proposal will be directed to the contacts listed in the bid/proposal.*
6. Upload your bid/proposal.
 - a. If you are submitting a bid there will only be one upload field.
 - b. If you are submitting a response to a Request for Proposal, there will be two upload fields. You **MUST** submit your proposal using the “Proposal” upload field. You **MUST** submit your fee information in a separate attachment using the “Fee” upload field.
7. If you are authorized to submit a bid on behalf of the listed firm/company, check the “Disclaimer” box. If you are not authorized to submit on behalf of the listed firm, please do not submit this form.
8. Press the button labeled “Submit.”

You should receive an email confirming receipt of your proposal shortly after submitting. If you do not, please contact the City using the information in the bid/RFP documents.