

**EAST BATON ROUGE CLERK OF COURT**  
**Request for Qualifications and Proposals**  
**Replacement of Records Management & Document Management Systems**  
**12/20/19**

**ADDENDUM NO. 1**  
**1/24/19**

The East Baton Rouge Parish Clerk of Court, Doug Welborn (“CLERK”), hereby modifies the Request for Qualifications and Proposals for the Replacement of Records Management & Document Management Systems, dated December 20, 2019 (hereinafter, “RFP&Q”) as follows:

**4.0 QUESTIONS AND COMMUNICATIONS**

To ensure a fair and objective evaluation of all responses to Request for Qualifications and Proposals (“RFQ&P”), Respondents SHALL NOT initiate contact or communications with any employee or contractor of CLERK regarding this RFQ&P until after a contract is awarded or this RFQ&P is cancelled. Questions concerning any portion of this RFQ&P shall be submitted via RFP@ebrclerkofcourt.org no later than **2:00 p.m. C.S.T. on Monday, January 27, 2020**. All inquiries together with responses thereto will be posted on <http://www.ebrclerkofcourt.org> on or before Friday, January 31, 2020.

**5.0 TENTATIVE SCHEDULE**

The following schedule is tentative. CLERK reserves the right to extend any deadline set forth below. Any extended deadline will be posted on <http://www.ebrclerkofcourt.org>

<b>Event</b>	<b>Date</b>
Request for Qualifications and Proposals (RFP&Q) released	12/20/19
Deadline to submit written inquiries	<b><u>1/27/2020</u></b>
Deadline to receive response to written inquiries	1/31/2020
RFP&Q opening	2/19/2020

Addendum No. 1 extends the deadline to submit written inquiries to **Monday, January 27, 2020 at 2:00 pm.** The RFP&Q otherwise remains unchanged.