



**Omaha Public Schools  
Department of District Operational Services  
Purchasing Division**

RFP No.: P018-24  
Date: February 27, 2024

**Addendum No. 1  
to  
RFP Documents for  
Enterprise Resource Planning System Consulting Services**

The purpose of this Addendum No. 1 is to modify RFP P018-24, Enterprise Resource Planning System Consulting Services. Except as specifically modified by this Addendum No. 1, the Bid Documents shall remain in effect as originally issued.

**Applicants should acknowledge the receipt of this Addendum No. 1 by a notation in the Bid submitted by the Bidder in the manner as required by the Bid Documents.**

The Bid Documents are hereby amended as follows:

**1. Section 1.1, General, is hereby modified as follows and the struck language shall be removed:**

The RFP Documents include the Invitation for Proposals, the Scope Summary, the Proposal Information in Sections 1.0 to 1.15, the General Terms and Conditions in Sections 2.0 to 2.24, the Proposed Specifications and Scope of Services in Sections 3.0 to 3.3, Proposal Requirements in Section 4.0 to 4.10, the Proposal Form (Exhibit A), the Signature Page (Exhibit B), the References Form (Exhibit C), the Data Protection Agreement (Exhibit D), ~~and Certification of Contracts, Grants, Loans, and Cooperative Agreements (Exhibit E).~~ The RFP Documents are incomplete without all of these sections.

**2. Section 1.3 is hereby deleted, and the following language is inserted in its place:**

To be considered, one (1) copy of the proposal prepared in compliance with the requirements of this RFP document must be submitted to the District by 2:00 p.m. (CT) on March 21, 2024. Proposals must be submitted electronically to the following email address: [districtops@ops.org](mailto:districtops@ops.org). All electronically submitted proposals must be submitted by email in a pdf format. The proposal must be attached to and submitted with a transmittal email that contains the following language in the subject line of the email: "Proposal No. P018-24 – ENTERPRISE RESOURCE PLANNING SYSTEM CONSULTING SERVICES."

The proposal shall also contain the following completed attachments:

1. Signature Page (Exhibit B)
2. References (Exhibit C)
3. Signed Data Protection Agreement (Exhibit D)

Telephone, hard copy, and facsimile proposals should not be submitted and will not be considered. Any incomplete proposal or proposal not complying with the RFP Documents may be rejected by the District. Any proposal received after the deadline for submission of proposals will be rejected and returned to the submitting Firm unopened. All risk of timely delivery is with the Firm submitting the proposal, and the District will not be responsible for lateness of receipt of proposals due to email delays. The District's time stamp clock, maintained in the office of District Operational Services located at 3215 Cuming Street, Omaha, NE 68131-2024, shall be the official clock for purposes of determining when the deadline for proposal submission has been reached.

**3. Section 4.5.1 is hereby deleted, and the following language is inserted in its place:**

4.5.1 Describe the Firm's fee structure proposed for implementing a program for the District, including any potential increase in fees for future contract years and contract extensions. Include the manner in which fees would be calculated and any expense reimbursements that would be charged to the District in addition to the fees. This fee structure is requested for bid evaluation purposes only and should not be considered an assurance that, if awarded the contract, the District would pay the fee or reimbursements proposed. The amount that will actually be charged will be subject to negotiation by the District and the selected firm. The District prefers a fixed fee proposal.

**4. Exhibit B should be deleted, and the following Exhibit inserted in its place. This revised Exhibit B removes reference to Exhibit E in the attachment list. This revised Exhibit must be submitted with the Firm's proposal.**

**EXHIBIT B**  
**SIGNATURE PAGE RFP NO. P018-24**

The undersigned certifies that the information in the foregoing proposal is submitted in accordance with the Request for Proposals for Enterprise Resource Planning System Consulting Services and is true and correct to the best of the undersigned's knowledge and belief.

The undersigned further certifies that the Firm submitting the proposal understands: (1) the requirements of the proposal; (2) an award of the proposal by the District, if made, will be based on compliance with the RFP Document requirements and the District's determination of which proposal will best serve the interests of the District; and (3) that the proposal award will not be solely based on pricing. The undersigned further certifies that the Firm is capable of performing the specified services meeting the needs and requirements of the District, that it understands the scope of the work required by the RFP Documents and that other factors specified in the RFP Documents, in addition to the cost of services, will be considered in determining the successful proposal, if any. The undersigned further acknowledges that once the proposal is opened, it shall remain open and subject to acceptance by the District for ninety (90) days and may not be withdrawn or modified prior to the expiration of such ninety (90) day period. The undersigned further acknowledges that the District reserves the right to reject any or all proposals and any part thereof and to waive any and all technicalities and irregularities.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*RFPs must be signed to be valid.*

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Acknowledge receipt of the following Addenda:

No. \_\_\_\_\_ Date \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

Attachments:

1. Signature Page (Exhibit B)
2. References (Exhibit C)
3. Signed Data Protection Agreement (Exhibit D)

The Firm's proposal, with all required attachments, shall be emailed to the designated lockbox clearly labeled in the subject line of the transmitting email with:

**Proposal No. P018-24 – ENTERPRISE RESOURCE PLANNING SYSTEM CONSULTING SERVICES**

and delivered to: [DISTRICTOPS@ops.org](mailto:DISTRICTOPS@ops.org)

**by 2:00 PM (CT), March 21, 2024**