




**CLEVELAND  
METROPOLITAN  
SCHOOL DISTRICT**

Purchasing Department 1111 Superior  
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Cleveland, Ohio 44114  
Ph: (216) 838-0418 Fax: (216) 436-5118

April 4, 2019

To: All Vendors

From: Seletha R. Thompson   
Purchasing Analyst

Re: **Addendum #2 for RFP 21270 – Providing Fraud Hotline Intake and Related Case Management Services**

*Below is **Addendum #2 for RFP 21270**. This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.*

**Below are questions and respective answers received for RFP 21270 – Providing Fraud Hotline Intake and Related Case Management Services**

**Comprehensive Question and Answer List**

1. Typically in RFP/RFQ's like this there is a requirement to import historical information from the incumbent system. Is this a requirement for Cleveland Metro Schools? If so, what is the incumbent system(s) and approximately how many cases will need to be imported?

**Answer:** It is not a requirement of the system to import historical information. However, CMSD requires, as part of the Vendor contract that files be made available as follows:

**RECORDS.** The Vendor shall maintain all records pertaining to this Agreement on file for not less than ten (10) years and until any audit issues are resolved and to make such records available to the District, or any other duly authorized representative, upon request except if this is a federally funded contract. If this is federally funded, the vendor shall comply with all federally required records retention rules, regulations and laws and shall allow access as required by local, state or federal law, rules, regulations or ordinances.

2. Section X: Non-Collusion Affidavit implies that it must be executed specifically by a notary in Cuyahoga County, OH. Is this interpretation correct? Or can this form be executed and notarized a duly sworn notary public in another state (i.e. the vendor's principal place of business). All other notarization

requirements do not specifically imply a notary in Cuyahoga County.

**Answer:** All required notarized forms can be executed and notarized by a duly sworn notary public whether in the state of Ohio, and/or Cuyahoga County.

3. Submission requirements discuss a physical delivery. Will electronic submissions be accepted? If so, should they also be sent to [seletha.thompson@clevelandmetroschools.org](mailto:seletha.thompson@clevelandmetroschools.org)? If physical copies are required as the only acceptable form of submission, is more than a single copy required? Are they requirements around binding/not binding submissions (or a preference)? If physical submission is required, should an electronic submission on a thumb drive or other similar device be included with the physical submission?

**Answer:** Electronic submissions are not accepted. As stated in the RFP documents all submissions must be delivered to the Cashier's Office of the Cleveland Metropolitan School District, 1111 Superior Avenue E, Cleveland, OH 44114.

Submit **one (1) bound original, with blue ink signatures, and three (3) bound hard copies, and one (1) electronic copy of the response on a flash drive.**

**As noted in Addendum 1:** Response Due Date was Extended to April 12, 2019

**RFP 21270 – Providing Fraud Hotline Intake and Related Case Management Services are due April 12, 2019 no later than 1:00 PM (EST)**

**--End of Addendum 2--**