



**STATE OF ARKANSAS**  
**OFFICE OF STATE PROCUREMENT**  
1509 West 7th Street, Room 300  
Little Rock, Arkansas 72201-4222

## ADDENDUM 1

TO: Vendors Addressed  
FROM: Heather Bailey  
DATE: June 29, 2020  
SUBJECT: SP-20-0119 Process Server Services

The following change(s) to the above-referenced IFB have been made as designated below:

- ☒ Change of specification(s)
- ☒ Additional specification(s)
- ☐ Change of bid opening time and date
- ☐ Cancellation of bid
- ☒ Revised Official Solicitation Price Sheet
- ☒ Revised Bid Response Packet

### CHANGE OF SPECIFICATIONS

- Delete the Description under Solicitation Information on Page 1 of the IFB and replace with the following:

SOLICITATION INFORMATION			
Bid Number:	SP-20-0119	Solicitation Issued:	June 26, 2020
Description:	Process Server Services		
Agency:	Statewide		

- **Delete IFB Section 1.1, third bullet point and replace with the following:**
  - Prospective Contractors may submit bid responses for Statewide Coverage or Regional Coverage for the Regions described in this IFB.
- **Delete IFB Section 1.5.A and replace with the following:**
  - A. The State has recently implemented a new Process Server contract. To supplement the existing contract, the State is issuing this IFB applicable to Statewide Coverage and coverage in Regions 3, 4, 7, 8, 10, 11, 12, 13, 14, 15, 16, and 17.
- **Delete IFB Section 1.6.C and Replace with the following:**
  - C. Regional Coverage
    - 1. At the time of bid submission, the Prospective Contractor **shall** have a minimum of one (1) process server having current Orders of Appointment for all judicial districts included in a Region.

- **Delete IFB Section 1.6.E and replace with the following:**

- E. Prospective Contractors should note that the Regions described in this IFB and depicted in Attachment A: Regions Map, Description, and Key, do not always correspond to a single judicial district. As such, some Regions may require Orders of Appointment in more than one (1) judicial district. Each Region described in this IFB contains at least one (1) but not more than three (3) complete judicial districts.

- **Delete IFB Section 1.7.B and replace with the following:**

- B. The Contractor **shall** provide process server services, within its awarded jurisdiction (Regional or Statewide), to all Authorized Entities as requested. The Contractor **shall** provide services to all judicial districts included in a Region.

- **Delete IFB Section 1.7.O and replace with the following:**

- O. Additional Requirements Specific to Regional Coverage:
    - 1. The Contractor **shall** provide a minimum of one (1) process server with current Orders of Appointment for all judicial districts included in a Region on which they are bidding who is available to serve legal process within the time restraints allotted for each Service Type, as requested by Authorized Entities (see Service Types).
    - 2. The Contractor **shall** supply additional process servers as necessary to provide Authorized Entities with efficient, effective, and timely service for the large volume of serves expected under a resulting contract.

- **Delete Section 1.15.E and replace with the following:**

- E. **The Official Bid Price Sheet contains thirteen (13) tabs.** The first tab, labeled Statewide Coverage, includes pricing cells applicable to providing process server services for the entire State. All other tabs, labeled as their respective Region number (i.e. 3,4, 7, 8, 10, 11, 12, 13, 14, 15, 16 and 17), includes pricing cells applicable to providing process server services in the Region indicated.

- **Delete Section 1.15.I and replace with the following:**

- I. The Prospective Contractor should only complete the tab(s) applicable to Region(s) on which they are bidding **or** the Statewide tab. The only tab(s) that should be completed is the tab(s) in which they intend on providing services – either Regional or Statewide.

- **Delete Section 2.3.A and replace with the following:**

- A. Award will be made to:
    - 1. One (1) lowest bidding, responsible Contractor for Statewide coverage
    - 2. One (1) lowest bidding, responsible Contractor for Region 3 coverage
    - 3. Up to two (2) lowest bidding, responsible Contractors for Region 4 coverage
    - 4. One (1) lowest bidding, responsible Contractor for Region 7 coverage
    - 5. One (1) lowest bidding, responsible Contractor for Region 8 coverage
    - 6. One (1) lowest bidding, responsible Contractor for Region 10 coverage
    - 7. One (1) lowest bidding, responsible Contractor for Region 11 coverage
    - 8. Up to three (3) lowest bidding, responsible Contractors for Region 12 coverage

9. Up to two (2) lowest bidding, responsible Contractors for Region 13 coverage
10. Up to two (2) lowest bidding, responsible Contractors for Region 14 coverage
11. One (1) lowest bidding, responsible Contractor for Region 15 coverage
12. One (1) lowest bidding, responsible Contractor for Region 16 coverage
13. Up to two (2) lowest bidding, responsible Contractors for Region 17 coverage

- **Delete Section 2.4.A.1.c and 2.4.A.1.c.i and replace with the following:**

- a. One (1) completed *Region Selection Checklist* (See *Bid Response Packet*.)
  - i. For Regional coverage – In the appropriate box under the column titled *Selected Region(s)*, the Prospective Contractor **shall** indicate each Region in which the Prospective Contractor intends on providing process server services and for which the Prospective Contractor is submitting a bid response.

<b>ADDITIONAL SPECIFICATIONS</b>
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- **Add the following to Section 1.1:**
  - Up to one (1) Contractor in Regions 3, 7, 8, 10, 11, 15, and 16 to of the State provide Regional Coverage.
  - Up to two (2) Contractors in Regions 4, 13, 14, and 17 of the State to provide Regional Coverage.

<b>OTHER</b>
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- **Delete the Official Solicitation Price Sheet and replace with the Revised Official Solicitation Price Sheet dated 6/29/20.**
- **Delete the Bid Response Packet and replace with the Revised Bid Response Packet dated 6/29/20.**

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your bid response.

If you have any questions, please contact Heather Bailey at heather.bailey@dfa.arkansas.gov or (501) 324-9320.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_