

State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203

**ADDENDUM 1**

**TO:** All Addressed Vendors  
**FROM:** Office of Procurement  
**DATE:** March 1, 2023  
**SUBJECT:** 710-23-0009 Printing and Mailing Services

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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 date and time  
☐ Cancellation of bid  
☐ Other

**CHANGE OF SPECIFICATION(S)**

- Section 2.9.B remove and replace with the following:  
 Aries Notices may include a daily amount of up to 200,000 pages with a total of 5,000,000 pages per month. Contractor must complete DHS ARIES Notices requests within the same business day, unless otherwise specified by DHS.

**ADDITIONAL SPECIFICATION(S)**

- Add Attachment H – Envelopes
- Section 2.11 – Add the following:  
 Contractor must use Intelligent inserting technology for outbound mail processing.
- Section 2.14.E – Add the following:  
 Contractor must arrange delivery or pickup for printed envelopes from the DHS warehouse. The Contractor shall be responsible for ensuring a sufficient number of envelopes are obtained and available to meet outbound delivery deadlines.

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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 proposal.

If you have any questions, please contact: Buyer's name, Buyer's email address and phone number.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company