

## ADDENDUM NO. 2

**DATE:** April 1, 2020  
**TO:** All Prospective Bidders  
**FROM:** Kathy Cheng, Buyer III  
**SUBJECT:** Addendum No. 2 – IFB P20021 – DocuSign

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Certain revision, additions, and modifications are hereby incorporated into the Invitation for Bids (IFB) documents. Bidder must sign FORM 1-A – BIDDER ACKNOWLEDGMENT OF ADDENDA in the IFB (page 23 of IFB P20021) to indicate receipt of Addendum. Please list each Addendum received, sign, date and submit with your Bid in order for your Bid to be accepted.

The Change is as follows:

1. Paragraph 3 BID OPENING TIME & LOCATION is deleted in its entirety and is replaced with the followings:

**“3. BID OPENING TIME & LOCATION:** Each bidder (“Bidder”) must submit its sealed Bid no later than 2:00 PM P.T. on April 14, 2020 at the Santa Clara Valley Transportation Authority’s Procurement, Contracts and Materials Management Department at 3331 North First Street, Building A, San Jose, CA 95134, and, at that time, publicly opened and read. No Bids will be received or accepted after 2:00PM P.T. on April 14, 2020.

The Bid opening broadcast will also be available online. Email Buyer on or before 5:00PM P.T. on April 13, 2020 for receiving an email invitation to join the online Bid opening.”

2. Paragraph 5 TERM OF CONTRACT (page 4 of IFB) is deleted in its entirety and is replaced with the followings:

**“5. TERM OF CONTRACT:** The term of the contract (“Contract”) awarded to the successful Bidder (herein also referred to as the “Contractor”) shall be three (3) years from date of award by VTA, with two (2) additional one (1) year options for years four and five. VTA may extend the term of the Contract by written notice to the Contractor within thirty (30) days prior to the end of the current Contract term.”

3. Paragraph 24 EXERCISE OPTIONS (page 8 of IFB) is deleted in its entirety and is replaced with the followings:

**“24. EXERCISE OPTIONS:** The Contractor hereby grants VTA options (“Options”) to extend the length of this Contract as specified under the Term of Contract section of this solicitation.

VTA may extend the term of this contract by written notice to the Contractor within thirty (30) days prior to the end of the current Contract term. If VTA exercises this Option, the extended contract shall be considered to include this option clause. The total duration of this contract, including the exercise of any

options under this clause, shall not exceed five (5) years.

The price of the Options shall be as shown on Bid Form 1-B, Schedule of Prices and Estimated Quantities – Revision 1.

Except as otherwise specified, all terms of the Invitation for Bids and any resulting Contract shall apply to the Options.”

4. SCOPE OF WORK Paragraph B. List of Deliverables (page 22 of IFB) is deleted in its entirety and is replaced with the followings:

**“B. LIST OF DELIVERABLES:**

Contractor will provide VTA with the deliverables set forth below:

<b><u>Part No.</u></b>	<b><u>Description</u></b>	<b><u>No. of Subscribers/Quantity</u></b>
APT-0272	DocuSign Enterprise Pro Edition (1 <sup>st</sup> year – 6/1/2020 – 5/30/2021)	275
APT-0075	Premier Support (1 <sup>st</sup> year – 6/1/2020 – 5/30/2021)	1
APT-0272	DocuSign Enterprise Pro Edition (2 <sup>nd</sup> year – 6/1/2021 – 5/30/2022)	300
APT-0075	Premier Support (2 <sup>nd</sup> year – 6/1/2021 – 5/30/2022)	1
APT-0272	DocuSign Enterprise Pro Edition (3 <sup>rd</sup> year – 6/1/2022 – 5/30/2023)	325
APT-0075	Premier Support (3 <sup>rd</sup> year – 6/1/2022 – 5/30/2023)	1
APT-0272	DocuSign Enterprise Pro Edition (Option - 4 <sup>th</sup> year – 6/1/2023 – 5/30/2024)	325
APT-0075	Premier Support (Option - 4 <sup>th</sup> year – 6/1/2023 – 5/30/2024)	1
APT-0272	DocuSign Enterprise Pro Edition (Option - 5 <sup>th</sup> year – 6/1/2024 – 5/30/2025)	325
APT-0075	Premier Support (Option - 5 <sup>th</sup> year – 6/1/2024 – 5/30/2025)	1

**TIME FOR DELIVERY:**

Contractor will deliver the ordered goods or services as described in the table in Paragraph B. List of Deliverables above.”

5. Bid Form 1-B Schedule of Prices and Estimated Quantities is replaced by Bid Form 1-B Schedule of Prices and Estimated Quantities – Revision 1. Please download Bid Form 1-B Schedule of Prices and Estimated Quantities – Revision 1 from VTA’s website at: <https://www.vta.org/business-center/solicitations/docuSign> and submit Bid Form 1-B Schedule of Prices and Estimated Quantities – Revision 1 with other required Bid forms and documents as stipulated in this IFB P20021. All references to Bid Form 1-B Schedule of Prices and Estimated Quantities in this IFB P20021 will thereafter be deemed to be references to Bid Form 1-B Schedules of Prices and Estimated Quantities – Revision 1.

If you have any questions, please do not hesitate to email me at [Kathy.Cheng@vta.org](mailto:Kathy.Cheng@vta.org) or call (408) 952-4273.