



To: All Companies Interested in Submitting a Proposal
From: Rita Marling, Purchasing Coordinator
RFP: eProcurement Solution & Services
Subject: Addendum #2
Date: October 16, 2025

The following changes have been made to the RFP:

1. **Section 5.6 Evaluation Criteria** (page 5 - 6) has been changed from:

5.6 **Evaluation Criteria**

This RFP is not meant to favor any proposer. Instead, it is designed to meet the needs of the City of Marion. The City will weigh the proposals based on the following criteria. Awards will not be made solely on the basis of lowest price.

Criteria	Weight (%)
Ease of use for internal and external users	30%
Ability to meet or exceed specifications	25%
Total yearly cost	25%
Quality of Proposal	10%
Training and support options	10%
Overall Score	100%

to the following:

5.6 **Evaluation Criteria**

Evaluation of proposals will be based on, but not limited to, the following criteria: response to specifications, demonstrated expertise and service record, system technical maintainability and usability, financial responsibility/stability of the Supplier, references of the Supplier, new functionalities, pricing schedule, supplier experience, commitment, and demonstrated understanding. The City of Marion reserves the right to further subdivide these categories.



2. **Section 5.10.7 True/False Requirement Checklist (Form C)** (page 7) has been changed from:

5.10.7 **True/False Requirement Checklist (Form C)**

Completed mandatory requirement checklist. Proposer must reply to all questions with an appropriate response indicating ("T" – True) or ("F" – False) to the questions noted.

to the following:

5.10.7 **True/False Checklist (Form C)**

Proposer must reply to all questions with an appropriate response indicating "T" – True or "F" – False to the questions noted.

3. **Form C – True/False Requirement Checklist** (page 12-13) has been changed from:

FORM C – TRUE/FALSE REQUIREMENT CHECKLIST

Mandatory Requirements listed in this section will be evaluated on a pass/fail basis.

Proposer must reply to all questions outlined with an appropriate response indicating ("T" – True statement) or ("F" - False) . Clarifications or additional details should be included in the clarifications section after the true/false statements.

To the following:

FORM C – TRUE/FALSE CHECKLIST

Proposer must reply to all questions outlined with an appropriate response indicating ("T" – True statement) or ("F" - False) . Clarifications or additional details should be included in the clarifications section after the true/false statements.