



**Washington Health Benefit Exchange**  
**RFI 17-007 Addendum 1**  
July 10, 2017

**TO:** Potential Bidders for RFI 17-007 and Other Interested Parties  
**FROM:** Erin Hamilton, RFI Coordinator  
**SUBJECT:** Addendum 1 to RFI 17-007 for “*Document Scanning and Imaging Services*”

**PURPOSE:** The purposes of this addendum is to revise the Request for Information timeline to allow for vendor questions.

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**1. REVISED TIMELINE AND DUE DATES:**

Section 3 “Instructions to Recipients” is amended to read as follows where ~~interlined~~ material is deleted and red underlined material is new:

**INSTRUCTIONS TO RECIPIENTS**

Responses must be provided via email in a separate document, such as Adobe Acrobat or Microsoft Word, **no later than July 14 July 21, 2017 at 3:00 Pacific Time** to [contracts@wahbexchange.org](mailto:contracts@wahbexchange.org).

Questions concerning this RFI must be submitted electronically to the RFI coordinator at [contracts@wahbexchange.org](mailto:contracts@wahbexchange.org) no later than July 12, 2017 at 3:00 Pacific Time. Responses will be posted no later than Friday, July 14.

Section 4 provides an outline that will assist you in preparing your response, and speed up our review process. Responses to this RFI need not be lengthy.

After reviewing the responses, vendors may be selected for presentations to be given locally in the Olympia area, or via the web. Please include in your response how you would propose to do a presentation if you are selected.

Please submit any questions and all responses to the RFI Coordinator at the following email:

Erin Hamilton, CPPB  
Contracts Manager  
Washington Health Benefit Exchange  
[contracts@wahbexchange.org](mailto:contracts@wahbexchange.org)

Respectfully,

Erin Hamilton  
RFI Coordinator