

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**



January 14, 2013

ADDENDUM NO. 1 – TO ALL OFFERORS:

Reference – Request for Proposals: Services:	RFP #SCC-12-025-BOI Insurance Agent and Public Adjuster Pre-Licensing Examinations and Related Services
Dated:	December 14, 2012
Proposal Due Date:	January 25, 2013, until 2:00 pm

The above is hereby changed as follows:

1. Reference Section VI. A.6 (RFP page 8) - Is changed to read as follows (Changes are reflected in **Red** Text):

Create and update annually, with the assistance of the *ERC* and the *SCC*, appropriate **exam** content outlines for the different examinations, permitting the *SCC* to exercise complete and final approval of the content outlines.

2. Reference Section VII. C. 2. Proposal Organization, Tab 8 has been added to RFP, page 18, to allow the Offeror to add additional materials relative to their proposal as follows: (*Please Note: Offerors shall not include marketing materials*)

- **Tab 8 - Additional Material**

NOTE: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal.

Signature on this addendum does not substitute for the signature on the original RFP document.
The original RFP document must be signed.

Name of Firm

Signature/Title

Printed Name

Date