

**Addenda #2 to the
Request for Proposals – Professional Services Pertaining to Document
Imaging and Retention (the “RFP”)**

The Indiana Finance Authority (“IFA”) provides the following notice in regards to the RFP. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the RFP.

FURTHER INFORMATION REGARDING THE SITE VISIT

The purpose of this Addenda #2 to the RFP is to provide more information regarding the Site Visit. As noted in the RFP, the Site Visit will take place on February 20, 2018 at the ITR Concession Company, LLC Administration Building located at 52551 Ash Road, Granger, Indiana (the “Administration Building”). Please note that the Administration Building may be accessed from the Indiana Toll Road or from Ash Road.

Any parties interested in submitting a Proposal shall arrive at the Administration Building no later than 11:00 a.m. EST and enter through the customer entrance. Upon arrival, the group of parties will be greeted by a representative of the IFA and the ITR Concession Company, who will take the group to the relevant buildings and rooms containing the documents to be electronically imaged pursuant to the RFP.

The IFA expects the Site Visit to last until no later than 1:00 p.m. EST. There will be an informal period(s) during the Site Visit where attending parties can ask questions of the IFA representative. At its discretion, the IFA will post such questions and answers on the IFA website following the Site Visit.

The IFA respectfully requests that all parties who anticipate attending the Site Visit send an e-mail expressing such intent to the IFA’s Authorized Representative (CuCochran@ifa.in.gov) no later than 5:00 p.m. EST February 16, 2018.