ADDENDUM NO. 3 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP# 3067MG**

Commodity: **Email Marketing Service Provider**

Dated: **May 29, 2019**

*All Offerors are required to acknowledge all RFP addenda in their proposals.*

Page 15 of the RFP is hereby changed to read (see red):

**IDENTIFICATION AND DELIVERY OF PROPOSAL:**

The cover page of this solicitation will indicate whether proposals will be accepted as sealed or unsealed. If this solicitation indicates “sealed” proposals will be received for this procurement, all proposals received must be enclosed in an envelope or package and identified as follows:

**IF PROPOSAL IS MAILED:** Offeror must mail proposal to the Virginia Lottery, Attention: **22nd Floor Purchasing, 600 East Main Street, Richmond, Virginia 23219**. The proposal must be enclosed in an envelope or package and identified as follows:

- Name of Offeror
- Due Date and Time
- Offeror’s complete address
- RFP No.
- RFP Title

If a proposal is not identified as outlined above the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope.

**IF PROPOSAL IS HAND DELIVERED (INCLUDING COURIER):** Proposal must be delivered to **600 East Main Street, Richmond, Virginia 23219**. Due to increased building security, an Offeror must only deliver a proposal to the Security Guard Station located on the **Main Street entrance** of the Lottery Headquarters, **Main Street Centre** (address above). However, the Security Guard is not responsible for identifying the date and time a proposal is
received; only a Virginia Lottery employee can make that determination. The Security Guard will contact an appropriate Lottery employee for proposal receipt; this process could take 30 minutes or more.