

**2020-10-P: External Legal Services**

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**To All Applicants:**

**General:**

- This addendum shall be read in conjunction with the original Proposal documents.
- Where inconsistent with the above, this addendum shall govern.
- No consideration shall be allowed for increases (extras) to the Proposal Price, or otherwise to modify the Proposal Submission, due to any failure of the Vendors being familiar with this addendum.
- The Applicant should insert in the Bid Form the numbers of addenda received by her/him during the Proposal period. This addendum forms an integral part of the Proposal Submissions and is included therein.
- It is the Applicant's responsibility to ensure all addenda have been received by the Applicant prior to Proposal closing.

**Scope of this Addendum:**

Please note the following revisions:

Page 30, Standard Terms and Conditions, Section 13. **Indemnity:**

The Contractor shall indemnify and hold harmless WorkplaceNL from and against all claims, actions, losses, expenses, costs and direct damages of every nature and kind whatsoever which WorkplaceNL or its employees, officers, associates, or agents may suffer where the same are based upon or arise out of anything done or omitted to be done by the Contractor or its employees, officers, associates, and/or approved sub-contractors **for which the Contractor is legally responsible.**

Page 34, Confidentiality Schedule, **General:**

- Contractors are not permitted to use any Peer to Peer file sharing program (e.g., LimeWire, etc.) ~~or chat program (e.g., MSN, Skype)~~ on any information technology asset which will contain Confidential Information, or which will be connected via a network to any computer which will contain Confidential Information.
- Email **and chat programs** must not be used as a method to transmit Confidential Information across public networks such as the Internet unless the email and/or its attachments are encrypted or zipped in a secure manner.

**Attachments:** N/A

**Procurement Officer:** Carla Reid

**Date:** October 16, 2020