



DATE: December 17, 2018

TO: Prospective Respondents

FROM: Joseph Lastrina, Purchasing Agent II

RE: Addendum #1, RFP # JL120318 - Electronic Student Transcript Solutions

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

Item 1: RFP Timeline

The date the University will respond to Proposer inquiries as noted in RFP section 4.1 is hereby changed to Wednesday, December 19, 2018. All other terms, conditions, and specifications remain unchanged.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PROCUREMENT DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT.

Name: _____

Title: _____

Company: _____

Date: _____

Office of the Executive Vice President for
Administration and Chief Financial Officer

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