

March 23, 2018

University of Virginia
Procurement and Supplier Diversity Services
P.O. Box 400202
Charlottesville, Virginia 22904-4202
(434) 924-4212

ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #JM021318

Service: Strategic Support Services

RFP Issue Date: February 13, 2018

Proposal Due: **April 5, 2018 3:00 pm EDT**

Please reference the following for clarifications and changes to the RFP # JM021318 issued on February 13, 2018 for Strategic Support Services:

I. General Information: The proposal due date is now 3:00 PM EDT, April 5, 2018.

The Master Service Agreement and Vendor Proposal: must be received through the Contract Opportunity Portal found online at <http://www.procurement.virginia.edu/pagecontractopp>
Firm(s) will be prompted to enter the “code” “JM021318”
by 3:00 p.m., *EDT*, on April 5, 2018.

Attachment 1: Sample Screen Shots for Proposal Upload, for instructions on submitting proposal.

The University may, at its sole discretion, accept late proposals if it promotes further competition and or is otherwise determined to be in the best interests of the University.

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 984-1346. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

ToShun Campbell
Contract Administrator

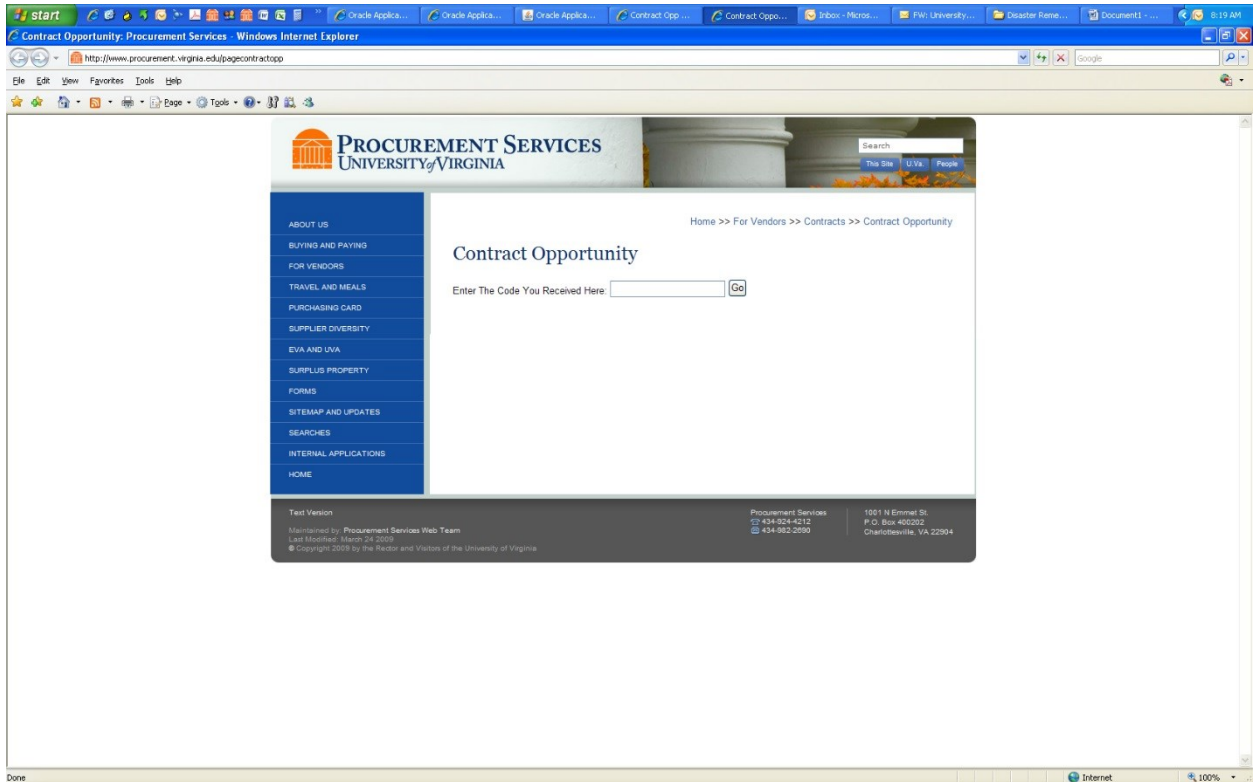
Attachment 1

Sample Screen Shots for Proposal Upload

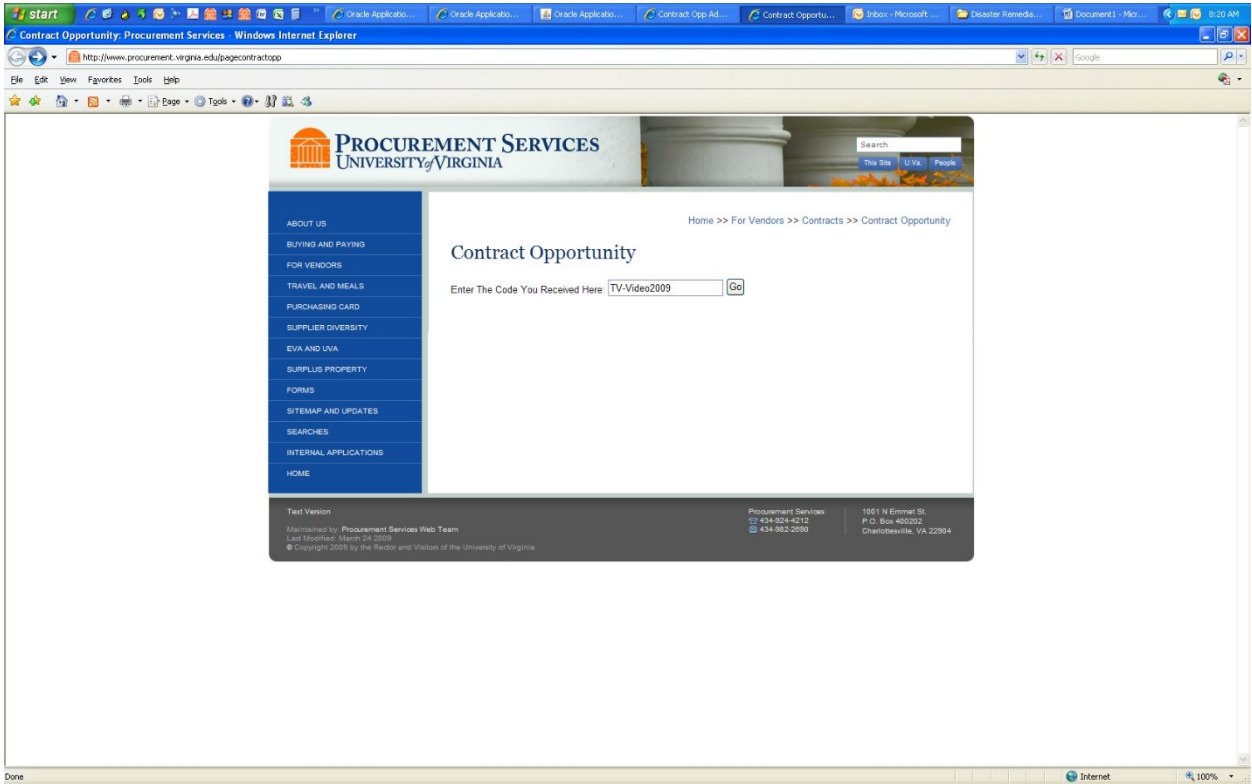
Sample Screen Shots of the for Contract Opportunity Portal

Accessing the Solicitation:

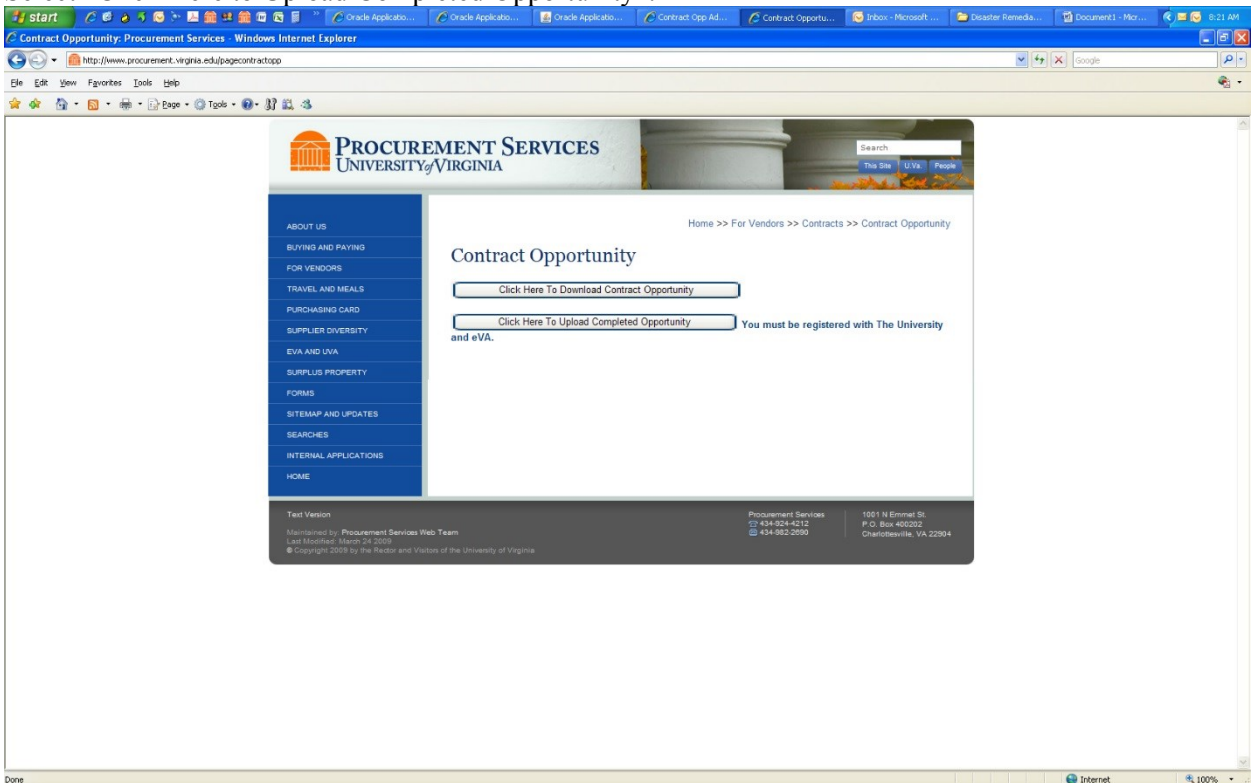
<http://www.procurement.virginia.edu/pagecontractopp>



User will be prompted to enter the code **JM021318**



Select "Click Here to Upload Completed Opportunity":



Uploading a Completed Proposal:

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Contract Opportunity: Procurement Services - Windows Internet Explorer

http://www.procurement.virginia.edu/pagecontractopp

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Procurement Services
 ☎ 434-924-4212
 ☎ 434-982-2590

1001 N Emmet St.
 P.O. Box 402092
 Charlottesville, VA 22904

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Contract Opportunity

Have You Registered as a Vendor with the University and selected one of our Electronic Payment Methods?
 Yes No

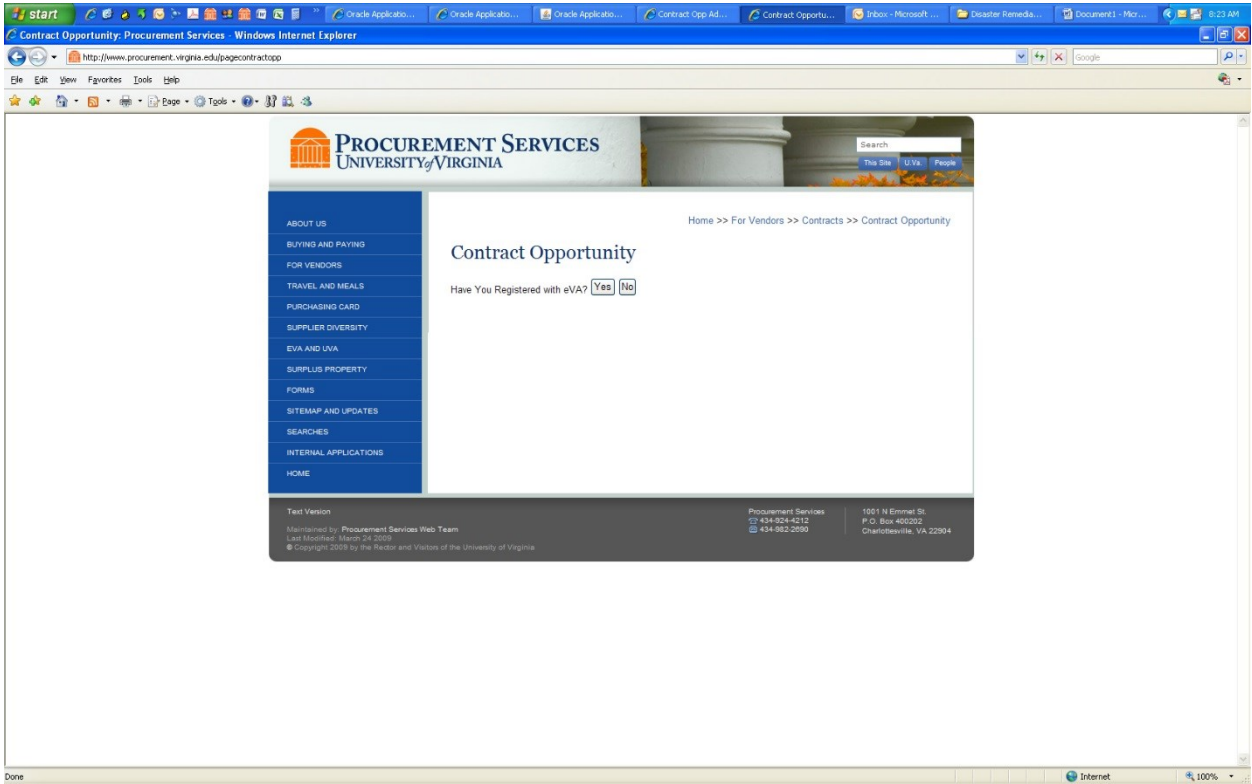
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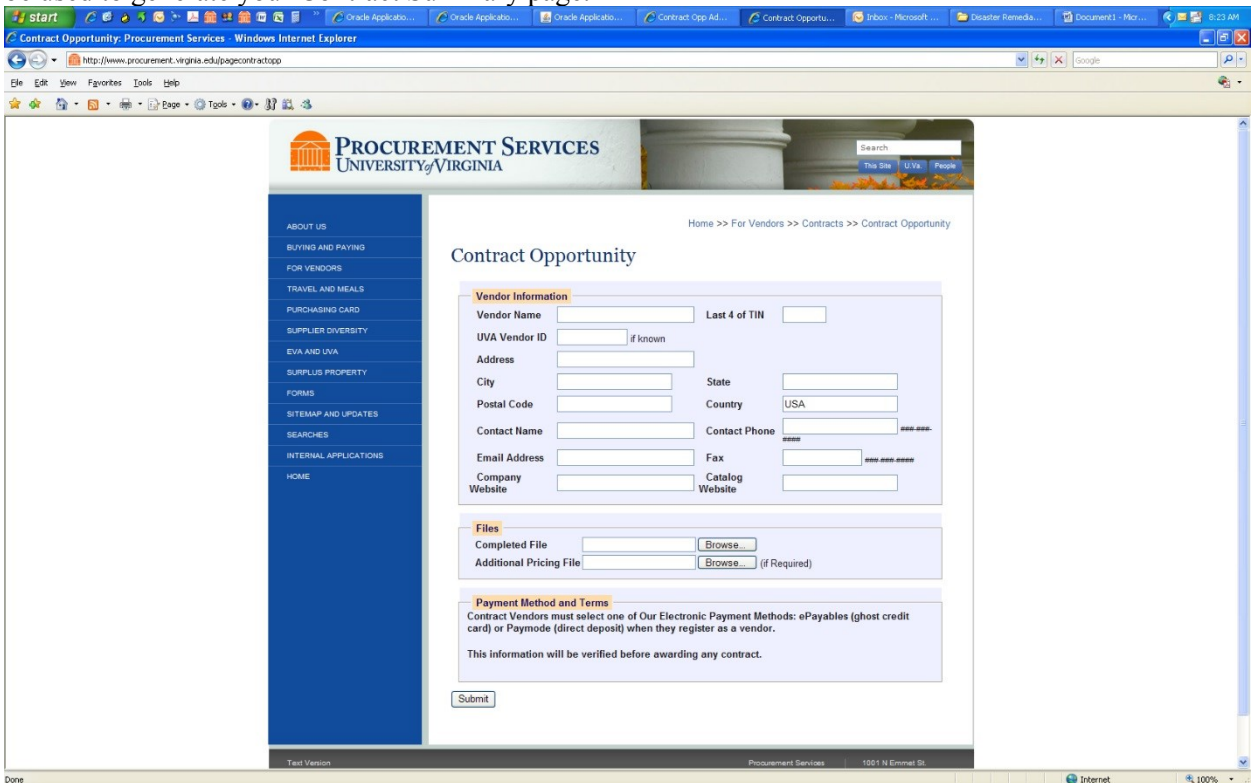
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Complete the Vendor Information for the Customer Service Contact for the University (this information will be used to generate your Contract Summary page).



Clicking the 'Submit' button completes the response process.