



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

March 31, 2017

**ADDENDUM ONE TO ALL FIRMS:**

Reference: Request for Proposal (RFP) #SH032817

Commodity: University Trademark Licensing Plan

Dated: March 28, 2017

Proposal Due: April 25, 2017

Please reference the following for clarifications and changes to the RFP #SH032817 issued on March 28, 2017 for a University Trademark Licensing Plan:

*Section VI, Information about this RFP*

*On page 13, in Section A., Procurement Schedule*

*Change to read:*

Here is a brief schedule for this procurement, specifying the important dates and milestones:

Issue Date of RFP:	03/28/17
<b>Preproposal Conference:</b>	<b>04/10/17</b>
Deadline for Receipt of Proposals:	04/25/17
<b>Oral Presentations and Negotiations:</b>	<b>05/17/17</b>
Contract Award:	06/30/17

*On page 14, in Section C., Preproposal Conference*

*Change to read:*

A conference for firms receiving this RFP will be held on **Monday, April 10, 2017 at 9:00 a.m. EDT** in the McCue Center 3<sup>rd</sup> Floor Conference Room, Charlottesville, Virginia (map viewed at this web site: <http://www.virginia.edu/webmap/>). Attendance at this conference is advised if your firm wishes to raise any questions in connection with this RFP. Please print a copy of the RFP and bring it with you as no additional copies will be provided at the conference. The University intends to present general information which may be helpful in the preparation of proposals and to offer firms the opportunity to

ask questions concerning this RFP. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify ToShun Campbell at UVA Request for Proposals [pur-rfp@eservices.virginia.edu](mailto:pur-rfp@eservices.virginia.edu) , no later than **3:00 p.m. EDT on Thursday, April 6, 2017** of the names, titles, and phone numbers of the individuals who will attend. Firms traveling to Charlottesville can go to the following website for travel arrangement assistance: <http://www.virginia.edu/placestostay/>

*On page 15, in Section E., Oral Presentations and Negotiations*

*Change the fourth sentence to read:*

Oral presentations and negotiations are tentatively scheduled for **Wednesday, May 17, 2017.**

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-4217. Thank you for your participation in this RFP process. I look forward to receiving your firm's proposal.

Sincerely,

Steve Heldreth,  
Major Procurements Manager

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Please Print Name of Person Signing Above

\_\_\_\_\_  
Date