

Procurement and Supplier Diversity Services

April 3, 2018

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

### ADDENDUM TWO (002) TO ALL FIRMS:

Proposal Due:	May 31, 2018
RFP Issue Date:	February 13, 2018
Service:	Strategic Support Services
Reference:	Request for Proposal (RFP) #JM021318

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, on Thursday May 31, 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 May 31, 2018.

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

Procurement and Supplier Diversity Services

CARRUTHERS HALL | 1001 N. Emmet St. | PO Box 400202 | Charlottesville, VA 22904-4202 P 434.924.4212 | F 434.982.2690 | http://www.procurement.virginia.edu/

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

Procurement and Supplier Diversity Services

#### Attachment 1

## Sample Screen Shots for Proposal Upload

# Sample Screen Shots of the for Contract Opportunity Portal

<u>Accessing the Solicitation:</u> <u>http://www.procurement.virginia.edu/pagecontractopp</u>

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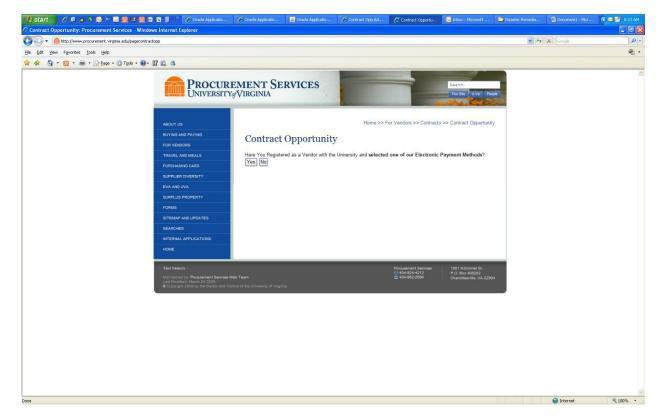
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Complete the Vendor Information for the Customer Service Contact for the University (this information will be used to generate your Contract Summary page.

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Clicking the 'Submit' button completes the response process.