DATE: December 3, 2010

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s On-Line Application Service – BC-20703-Q
ADDENDUM # 1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical & Price Proposals to be submitted to the University remains as WEDNESDAY, DECEMBER 8, 2010 by 2:00 p.m. to the issuing office.

A. The following questions have been submitted to the University for a response:

1. Question: Under the Price proposal section, there is a signature clause at the end that says “...we are agreeing to all of the terms and conditions included in the RFP documents.” Will we be considered if we have noted exceptions to the terms and conditions as provided and agree only as amended?

   Answer: You may note exceptions to the RFP as a request for the University to review and consider, but this will in no way guarantee a revision in the documents or the terms and conditions of the solicitation. If you note that language that states you “will agree only as amended” your firm will be considered as non-responsive and will be disqualified.

2. Question: Will the University of Maryland Baltimore County consider an extension of the RFP to December 15th?

   Answer: Unfortunately the University is working with internal deadlines that will not permit us to offer an extension.
3. **Question:** Is the “Contract Affidavit” at the end of Appendix C included as an example only, or is to be completed and submitted with the proposal?

**Answer:** The documents contained in Appendix C are provided for your information and as a sample of the Contract and Contract affidavit your firm will be required to sign if they are the successful firm. We also ask that you review these documents with your legal counsel at this time and be prepared to sign them if your firm is awarded this contract.

4. **Question:** In the RFP you state that it is important to keep all pricing information out of the Technical proposal. However, on the Contract Experience Form, (page 5 under Appendix A), you ask for Contract Dollar Size for existing clients. Do you still want that information on the form, since this could be an indication of pricing for the proposal?

**Answer:** Yes, the information requested on the “Contract Experience” Form is used to assist us in our evaluation. No pricing information relevant and specific to the University’s request for this specific solicitation is to be included in the Technical Proposal.

5. **Question:** Would you consider alternative pricing models than the one you suggested, if we have had success with other models?

**Answer:** In order to ensure that the University can compare “apple with apples” we would ask that everyone complete the Price Proposal with no alternates. There may be an opportunity to discuss this in more detail as the procurement process unfolds, but at this time all firms responding should complete the form in Appendix B.

**Enclosure:** Acknowledgement of Receipt of Addenda Form

**Cc:** Procurement File

END OF ADDENDUM #1 DATED 12/03/10
This addendum was posted on the University’s eBid Board and eMaryland Market on 12/03/10. (Original with enclosures were not mailed)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 12/03/10
Addendum No. _____ dated ______
Addendum No. _____ dated ______
Addendum No. _____ dated ______
Addendum No. _____ dated ______

As stated in this Addendum, this form is to be returned within your Technical Proposal.

____________________________________
Signature

____________________________________
Printed Name

____________________________________
Title

____________________________________
Date

END OF FORM