DATE: August 3, 2012

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s Residential Life Housing & Judicial Tracking System – BC-20835Q ADDENDUM # 3

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 Proposals to be submitted to the University remains as THURSDAY, AUGUST 9, 2012 by 2:00 p.m. to the issuing office.

A. The PowerPoint presented during the Pre-Proposal Meeting held on Thursday, July 26, 2012 at 10:00 a.m., is posted on the University’s eBid Board.

B. The Pre-Proposal Meeting was held at the University on July 26, 2012 and the following questions were submitted for a response:

1. QUESTION: Does the University prefer the hosting to be done internally or externally?

   ANSWER: The University does not have a preference.

2. QUESTION: Does the University prefer a custom-built system or something off the shelf?

   ANSWER: The University does not have a preference as long as the system(s) meets our needs.
3. QUESTION: Is it correct that we can respond to either the Housing or the Judicial; or to both?

ANSWER: That is correct. And, the University reserves the right to make an award for either or both of these systems.

C. The following questions were submitted to the University for a response:

1. QUESTION: In the initial proposal that we submit we should not include any pricing? Please clarify.

ANSWER: There is to be no pricing information included with your Technical Proposal. All pricing will be addressed in the Pricing Phase of this procurement with the short-listed firms. So, although the Price Proposal Form is contained in Appendix B of the RFP document it is NOT to be completed at this time.

2. QUESTION: Is it correct that the "Performance Bond", should not be submitted until requested during the Price Proposal phase?

ANSWER: Yes, this is correct. But, per last statement under Section III, you must have a letter from your insurer certifying that if awarded this contract, you will be able to provide the requested coverages. This letter must be included in your Technical Proposal. Please refer to this statement in Section III for more details.

3. QUESTION: Based on the requirements of the technical evaluation found in Section V, is #3 referring to the financial statement (since part of the proposal says the performance bond is not due until request)?

Also, do you have an example of a performance bond?

ANSWER: Section V, Item # C, # 3, refers to the Letter from your insurer as noted above in the response for # 2.

Yes, there is a sample of the Performance Bond Form in Appendix C, with the Contract Form.

4. QUESTION: Is it OK if we provide the requested financial report pending award of the contract?

ANSWER: No, this information will be a part of the evaluation conducted by the University and must be included in your Technical Proposal to us.
D. If your firm teleconferenced the Pre-Proposal Meeting, and you would like to participate in this solicitation process, please forward your firm’s name and contact information to Sharon Quinn @ squinn@UMBC.edu to be included on the Bid List.

Enclosure: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #3 DATED 08/03/12
This addendum was posted on the University’s eBid Board and eMaryland Market on 08/3/12. (Original with enclosures were not mailed)
RFP NO.: BC-20835-Q

TECHNICAL PROPOSALS
DUE DATE: THURSDAY, AUGUST 9, 2012 AT 2:00 P.M.

BID FOR: UMBC'S RESIDENTIAL LIFE HOUSING & JUDICIAL TRACKING SYSTEM

NAME OF PROPOSER: ____________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 __ dated 07/20/12
Addendum No. 2 __ dated 07/23/12
Addendum No. 3 __ dated 08/03/12
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