DATE: March 28, 2019

TO: All Prospective Proposers

FROM: James Adelman
Assistant Director, Goods and Non-Technology Services
301-985-7118

RE: RFP 91712 SBR – In-House Mail Operations Services
Addendum #1 dated 03/28/2019

This Addendum is being issued to amend and clarify certain information contained in the above RFP. All information contained herein is binding on all Proposers who responded to this RFP. Receipt of this addendum is to be acknowledged by completing the enclosed “Acknowledgement of Receipt of Addenda Form” and emailing it directly to james.adelman@umuc.edu. The following revision/deletion/addition is listed below; new language has been double underlined and marked in bold (ex. new language).

1. Revise Footnote on pages 1 through 83 as follows:

   UMUC Solicitation #91703— #91712 - In-House Mail Operations

2. Revise numbered sub-paragraphs on page 20 as follows:

   2.7 2.6 Financial Stability:
   Offerors are to provide information regarding their respective firm’s financial history which demonstrates your firm’s financial health. Offerors are requested to provide financial statements (Balance Sheet, Cash Flow Statement, and Income Statement) for the last two years.

   2.8 2.7 Proposal Affidavit:
   Complete and sign the Proposal Affidavit enclosed in in Appendix A and enclose with the Technical Proposal.

   2.9 2.8 Insurance:
   Confirm that your firm has a current a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Worker's Compensation, Automobile Liability Insurance, and Professional Liability in the dollar amounts set forth in Section 10.23 of the sample contract (see Appendix C). Upon contract award, the selected Offeror must provide a copy of its current Certificate of Insurance.
2.10 **Acknowledgement of Receipt of Addenda Form:**
If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form (found in Appendix A) must be completed, signed, and included in the Offeror's Technical Proposal.

2.11 **Acknowledgement of Review of Contract:**
The UMUC Contract for this Procurement will contain the provisions in Appendix C as well as any additional terms required by the University or the State of Maryland. By submitting a Proposal, the Offeror warrants that they have reviewed Appendix C and will execute a contract: a) in substantially the same form; and b) with these terms and conditions upon request by UMUC. For accounting purposes only, UMUC will also issue a purchase order to the awarded Contractor.

End of Addendum One dated 03/28/2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91712 SBR

PROPOSAL DUE DATE: April 8, 2019, by 2:00 P.M. EDT

RFP FOR: In-House Mail Operation Services

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. __1__ dated 03-28-2019

Addendum No. ____ dated ______

Addendum No. ____ dated ______

Addendum No. ____ dated ______

Addendum No. ____ dated ______

As stated in the RFP documents, this form is included in our Proposal.

________________________________________
Signature

________________________________________
Name Printed

________________________________________
Title

________________________________________
Date

END OF FORM