Ladies/Gentlemen:

This List of Questions and Responses # I, questions # 1 through # 2 is being issued to clarify certain information contained in the above named RFP.

No provided answer to a question may in and of itself change any requirement of the RFP. If it is determined that any portion of the RFP should be changed based upon a submitted question, the actual change may only be implemented via a formal amendment to the RFP. In this situation the answer provided will reference the amendment containing the RFP change.

1. **RFP Paragraph 1.1.5** states that if necessary and in rare instances, the Contractor may be required to drive to UMUC locations other than Adelphi and Largo in the DMV area. Can you provide a not to exceed number of miles on an annual basis for such deliveries?

   **RESPONSE:** Deliveries to UMUC locations other than Adelphi and Largo, if any, would not exceed 300 miles annually.

2. **RFP Section 2, Subsection 2, paragraph 2.16** provides that the Contractor is required to establish and implement a method to track interdepartmental mail and to provide detailed description and pricing for a process/system that is effective and efficient for this purpose. Is the University seeking an automated tracking system? If yes, would the University be purchasing the equipment, software and maintenance?

   **RESPONSE:** No, the University is not seeking an automated tracking system. Paragraph 2.16 requires the Contractor have a method in place to track interdepartmental mail delivery. This can be described in its technical proposal.

   If the Contractor is aware of a process or system for tracking interdepartmental mail that it wishes to recommend, it can include such information with its technical proposal. The University is responsible for determining and paying for any such process or system.