



REQUEST FOR PROPOSAL ADDENDUM #1

RFP NO.: RFP-0213
ADDENDUM NO.: 1
RFP ISSUE DATE: March 29, 2019
ADDENDUM DATE: April 15, 2019
OPENING DATE: April 30, 2019
TITLE: Student Refund Services

The following information is provided in response to questions received from potential Offerors:

1. Please clarify that Section 10. Mandatory RFP Response Requirements is considered the questionnaire to be submitted with the bid.
 - a. **Potential offerors should review all aspects of section 10 and address in subsequently in detail their response.**
2. Please clarify Section 11. Proposal Instructions. Are all items to be addressed (repeated) or can we refer to the Mandatory Requirements (see above) as appropriate?
 - a. **Potential offeror may refer to a previous answer in their proposal.**
3. Submission of Offer – In lieu of a CD, is a USB Flash Drive acceptable?
 - a. **USB Flash Drive is acceptable.**

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left-hand corner of the envelope:

RFP No.: RFP-0213
Title: Student Refund Services
Opening Date: April 30, 2019 @ 4:00 PM EST

Name of Firm: _____

Signature: _____