DATE: March 29, 2019
TO: All Prospective Proposers
FROM: Beth Kirk
       Director of Procurement, Office of Procurement
       301-546-0007
RE: Addendum 3

RFP 19-12 – Time and Attendance Software System and Services

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

1. Solicitation Schedule:

The due date for submissions has been extended and the Solicitation Schedule is modified and replaced with the following dates:

Due date for proposals: April 8 2019, by 10:00 AM ET
Oral Presentations April 16-18 (projected)
Contractor Section: April 25 (projected)
Contract Commencement By July 1 (projected)

2. Modifications to Proposals: Due to the Proposal Due Date extension/change. Submissions/Proposals received on or before March 27, 2019, may be modified (if desired by the Proposer) by submitting to Beth Kirk (via email) a request to modify with the modification (modified page/s or additional/removal of page/s). Proposers wishing to make any modifications shall email the “new” page that replaces the page/information or inform the College of the page/s that need to be removed from the original submission. Modifications are due by the Due Date and time noted above in this Addendum. If no modifications are made/requested. The College will consider the original submission received by the College as the final submission in its entirety. It is the Firm’s sole responsibility to ensure modification requests are received by obtaining acknowledgement from the Procurement Officer.

Firms that do not intend to issue any modifications shall send to Beth Kirk written notice along with a signed and updated copy of the Acknowledgement of Receipt of Addenda Form (attached), confirming the proposal submitted is the final submission. Firms wishing to modify their proposal shall also provide notice to Beth Kirk that a modification will be requested and when the modification will be sent to the Procurement Office prior to the Proposal Due Date. Modification requests shall also include a signed and updated copy of the Acknowledgement of Receipt of Addenda, attached.

End of Addendum 3 dated 03-29-2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 19-12

TECHNICAL AND FEE PROPOSAL DUE DATE:
April 8, 2019, 10:00 AM ET

RFP FOR: Time and Attendance Software and Services

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 03-08-2019
Addendum No. 2 dated 03-13-2019
Addendum No. 3 dated 03-29-2019
Addendum No. _____ dated _____
Addendum No. _____ dated _____

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

______________________________
Signature

______________________________
Name Printed

______________________________
Title

______________________________
Date

END OF FORM