


Request for Proposal	 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2727	Bid Number MU23MSCALLCTR Addendum No. 01
Vendor:		For information contact: Michelle Wheeler, Office of Purchasing Phone: (304) 696-2727 Email: michelle.wheeler@marshall.edu & purchasing@marshall.edu
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately, or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.		
DATE 01/12/23	MANDATORY PRE-BID MEETING: No Pre-bid	DEPARTMENT REQUISITION NO. MU23MSCALLCTR
		BIDS OPEN: 01/27/23 at 2:00 p.m. EST Broadcast via Teams at https://tinyurl.com/4vwfd5cm
		BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description
		ADDENDUM NO. 01 PROJECT NAME: MICROSOFT TEAMS NATIVE CONTACTCENTER SOLUTION To extend the project timeline and move the bid opening date.
		Unit Price
		Extended Price
		Total

To the Office of Purchasing,

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____

within _____ days

FOB _____

After receipt of order at address shown

Terms _____

Bidder's Name: _____

Signed By _____

Typed Name _____

Title _____

Email _____

Street Address _____

City/State/Zip _____

Date _____

Phone _____

Fein _____

BOG 43

SOLICITATION NUMBER: MU23MSCALLCTR
Microsoft Teams Native Contact Center Solution Contract
Addendum Number: No.01

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ [X] Modify bid opening date and time
- ☐ [] Modify specifications of product or service being sought
- ☐ [] Attachment of vendor questions and responses
- ☐ [] Attachment of pre-bid sign-in sheet
- ☐ [] Correction of error
- ☐ [] Other

Description of Modification to Solicitation:

Addendum issued to modify the dates of this request for proposal bid openings.

1. To extend the technical question deadline to Friday, January 20, 2023.
2. To extend the response to technical question deadline to Tuesday, January 24th, 2023.
3. To extend the technical opening date to Friday, January 27, 2023.
4. To extend the cost opening deadline date to Friday, February 10, 2023.
5. To extend the award date to Friday, February 17, 2023.

NO OTHER CHANGES.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Attachment A

RFP Revised Schedule of Events:**RFP Schedule of Events:**

RFP Released to Public	12/20/2022
Mandatory Pre-bid Conference	N/A
Vendor's Written Questions Submission Deadline	01/20/2023
Addendum Issued.....	1/24/2023
Technical Bid Opening Date	01/27/2023
Technical Evaluation Begins.....	1/27/2023
Oral Presentation	02/01/2023 through 1/27/2023
Cost Bid Opening	2/10/2023
Cost Evaluation Begins	2/10/2023
Contract Award Made	2/17/2023

**ADDENDUM ACKNOWLEDGEMENT
FORM SOLICITATION NO.: MU23MSCALLCTR**

MICROSOFT TEAMS NATIVE CONTACT CENTER SOLUTION

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.