



Addendum No. 1
Compensation and Salary Administration Consulting Services
TU-2020

August 28, 2019

Procurement
 8000 York Road
 Towson, MD 21252-0001

Ladies and Gentleman:

The purpose of this addendum is to clarify certain portions of the above-referenced project with all prospective vendors.

Clarifications:

C1. Add the following to RFP Scope of Work Section V.C

Additional Tasks

In addition to the preparation of the deliverables mentioned in this Scope of Work, other additional tasks may be required by Towson University and/or other Universities within the University System of Maryland. These additional tasks will be developed with a fixed scope of services and schedule and budget.

Work on these tasks will proceed only after a written scope of services has been provided. These tasks will be completed under this contract on an as-needed basis, under a one-year contract, anticipated to run from October 2019 through October 2020.

Additional tasks shall be priced in accordance with the proposed fully loaded hourly rates listed under the "Additional Services" portion of the "Financial Proposal Worksheet".

C2. Add the following language to RFP Section IV.D:

9. Samples. Please provide at least one (1) sample of a report/deliverable for comparable projects. Please note that all information that is deemed proprietary in the sample reports/deliverables may be redacted.

C3. The period of performance under this contract shall run from October 2019 through October 31, 2020 with the understanding that the deliverables requested by TU in Section V of this solicitation be completed no later than March 2020.

C4. The dial in information for the pre-proposal conference is as follows:
 Dial In Number: 1-877-668-4490
 Code: 796 881 742

- 410.704.2050 F 410.704.8233
- MLCompton@towson.edu
- towson.edu/procurement/

All addenda will be incorporated into the final contract documents and will be binding on all vendors responding to this solicitation. Each vendor submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (**included in the proposal package**) with the proposal response; failure to acknowledge addenda may result in bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 704-2050 or email me at MLCompton@towson.edu.

Sincerely,

Michelle Compton

Michelle Compton

