



February 19, 2021

ADDENDUM NO.: Two

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# LBS-1096**
Dated: January 27, 2021
Commodity: Off-Campus Housing Online Database/Listings Site
RFP Closing On: **February 25, 2021 at 2:00 pm EST**

Please note the clarifications and/or changes made on this proposal:

1. Question: Is it a requirement to be a firm based in Virginia, or can a firm based outside of Virginia submit a bid?

Answer: There is no requirement as to where a firm must be located in order to submit a proposal.

2. Question: Do we have to submit the following attachments along with our proposal?

- a. Sample of Standard Contract
- b. Information Technology Services Addendum
- c. Commonwealth of Virginia Agency Contract Form Addendum to Contractor's Form
- d. Higher Education Community Vendor Assessment Tool (HECVAT)

Answer:

- a. **Sample of Standard Contract- this is provided for example**
- b. **Information Technology Services Addendum- this should be signed and submitted with your proposal**
- c. **Commonwealth of Virginia Agency Contract Form Addendum to Contractor's Form- this should be signed and submitted with your proposal**
- d. **Higher Education Community Vendor Assessment Tool (HECVAT)- this should be completed and submitted with your proposal.**

Signify receipt of this addendum by initialing "Addendum #2 ____" on the signature page of your proposal.

Sincerely,

LeeAnne Beatty Smith
Buyer Senior
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