



Purchasing Department  
Mailing Address: 4400 University Drive, Mailstop 3C5  
Street Address: 4441 George Mason Boulevard, 4<sup>th</sup> Floor, Suite 4200  
Fairfax, Va. 22030  
Voice: 703.993.2580 | Fax: 703.993.2589

**RFP ADDENDUM NO. 1 – TO ALL OFFERORS**

Date: October 19, 2015  
Reference: Request for Proposal GMU-1273-15  
Title: Campus Merchant E-Commerce Services  
Issue Date: October 7, 2015  
Proposal Due Date: November 12, 2015 @ 2:00PM EST

The following changes are hereby incorporated into this Request For Proposals:

**1. The mandatory preproposal conference scheduled for October 20, 2015 @ 2:00PM changes from mandatory to optional. Attendance at the conference is no longer a prerequisite to submitting a proposal. However it is important that if you have any questions you should submit them by the due date and time as instructed in the RFP.**

All other terms and conditions remain unchanged.

Sincerely,

A handwritten signature in black ink that reads 'James F. Russell'.

James F. Russell, Associate Director  
Procurement Officer