



Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Phone: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>

### **RFP ADDENDUM 2:**

Date: March 16, 2020  
Reference: RFP GMU-1635-20  
Title: Test Prep Services  
RFP Issued: February 7, 2020  
**RFP Due Date: March 26, 2018 @ 2:00 PM EST**

The following changes are hereby incorporated into the aforementioned RFP:

**At this time, and until further notice, Mason will be accepting electronic proposal submissions for all current Request For Proposals and Invitation For Bids. The following shall apply:**

1. You must submit your bid/proposal, and it must be received prior to the submission deadline, at both the primary and secondary procurement officer's email address as specified in the Bid/RFP.
2. The subject line of your email submission should read, "**RFP GMU-1635-20**" If you are sending multiple emails, please state so in the subject line with the wording, "This is email # \_ of \_ total"
3. The offeror must ensure the proposals are delivered to the procurement officers' email inboxes, sufficiently in advance of the proposal deadline. **Plan Ahead: It is the offeror's responsibility to ensure that electronic proposal submissions have sufficient time to make its way through any filters or email traffic. Mason recommends you submit your proposal the day prior to the due date.**
4. If your proposal contains proprietary information you must submit two proposals; one full proposal and one with proprietary information redacted.
5. While you may send your proposal in multiple emails, each email itself may only have one PDF attachment containing all supplemental information and attachments.
6. Each email may not be larger than 20MB.
7. All solicitation schedules are subject to change.

8. Go to Mason's Purchasing website for all updates and schedule changes.  
<https://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

All other terms and conditions remain unchanged.

Sincerely,

A handwritten signature in black ink that reads "Erin Rauch". The signature is written in a cursive, flowing style.

Erin Rauch, CPPB, VCO

Assistant Director / Procurement Officer