



Purchasing Department  
Mailing Address: 4400 University Drive, Mailstop 3C5  
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Fairfax, Va. 22030  
Voice: 703.993.2580 | Fax: 703.993.2589

March 18, 2020

### RFP ADDENDUM #3

Reference – Request for Proposal:  
Title:

GMU-1646-20  
Research Administration Software  
System  
March 04, 2020  
George Mason University

Dated:  
For Delivery To:

**The following changes are hereby incorporated into the aforementioned RFP:**

**Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.**

- I. 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 proposal, and it must be received prior to the submission deadline of 2:00PM (EST) on April 06, 2020 at both the primary and secondary procurement officer's email address as specified in the RFP.

Primary Buyer's Email Address: [ksirotin@gmu.edu](mailto:ksirotin@gmu.edu)

Secondary Buyer's Email Address: [mroger19@gmu.edu](mailto:mroger19@gmu.edu)

2. The subject line of your email submission must read, **"RFP GMU-1646-20"**. 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 and that you receive confirmation from the Buyer that your email and proposal was received.

4. If your proposal contains proprietary information you must submit two proposals; one full (un-redacted) proposal and one version 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, including attachments, may not be larger than 20MB.

7. All solicitation schedules are subject to change.

**Please sign and include this addendum as part of your offer.**

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and in any schedule hereto is true, correct, and complete.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Fed ID No: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Sincerely,  
Katherine Sirotn  
Assistant Director, Purchasing (VCO, CUPO)  
Purchasing Department  
George Mason University