

**ADDENDUM NO. 1**  
**RFP # 0054364**  
**Veterinary Practice Management Information System**

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)  
Information Technology Procurement (MC 0214)  
1700 Pratt Drive  
Blacksburg, Virginia 24061

<b>DATE ISSUED:</b>  February 8, 2018	<b>RFP CLOSING DATE &amp; TIME:</b>  Tuesday, March 20, 2018, 3:00 p.m.
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Buyer: Jerri L. Kemp, CPPB  
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Information Technology Procurement & Licensing Solutions  
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**Please be advised of the following questions, changes, and/or clarifications to the above referenced Request for Proposal (RFP) as follows:**

**Question:** Can companies from outside of the USA (for example, India or Canada) submit a proposal for this RFP?

**Answer:** *All proposals received will be scored and ranked in accordance with the evaluation criteria as provided in **Section VII. Proposal Preparation and Submission, B. Specific Requirements and Section VIII. Selection Criteria and Award.***

**Question:** Will the vendors who submit a proposal need to come to Virginia Tech (in Blacksburg or Leesburg, VA) for meetings?

**Answer:** ***VII. Proposal Preparation and Submission, A. General Requirements, 3. Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.*

**Question:** Can the contractor perform the tasks related to the RFP outside of the USA (for example, India or Canada)?

**Answer:** ***Section VI. Statement of Needs, 1.5** requires contractor to provide 24/7/365 support for system administrators and 8/5/200 helpdesk for end users. This would be based on Eastern Time.*

**Question:** Can proposals be submitted via email?

**Answer:** *Proposals will not be accepted via email. **VII. Proposal Preparation and Submission, A. General Requirements 1. RFP Response:** Proposals shall be mailed or delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), IT Procurement Office (MC 0214) 1770 Forecast Drive, RB14 Receptionist, Blacksburg, Virginia 24061.*

**Question:** We do not have installs of three other higher education institutions, nor do we have the ‘video content management system’ but we do have online training and certification videos – does this disqualify our proposal? We currently run equine hospitals as larger, or larger, than Virginia Tech. Would this be taken into consideration?

**Answer:** *All proposals will be scored and ranked in accordance with the evaluation criteria as provided in Section VII Proposal Preparation and Submission, B. Specific Requirements and Section VIII. Selection Criteria and Award.*

- *All other details and information remain the same.*
- *No further inquiries will be accepted for this solicitation.*

**NOTE:** *A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal closing date and hour or included with your proposal. Signature on this addendum does not substitute for your signature on the original RFP document. The original RFP document also must be signed.*

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Name of Firm

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Authorized Signature & Title

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Date

