

AMENDMENT OF SOLICITATION		
1. AMENDMENT NUMBER A001	2. DATE ISSUED June 1, 2018	3. NUMBER OF PAGES 2
4. ISSUED BY SALISBURY UNIVERSITY 1101 CAMDEN AVE SALISBURY, MD 21801 POINT OF CONTACT: Cathy Horn EMAIL ADDRESS: cjhorn@salisbury.edu		5A. AMENDMENT OF SOLICITATION NUMBER SU27-007-AUX 5B. Dated: June 1, 2026
6. AMENDMENT OF SOLICITATION		
<p>The solicitation identified in 5A above is amended as set forth in Item 7. The due date and time specified for receipt of offers/bids is extended, <input checked="" type="checkbox"/> is not extended.</p> <p>CONTRACTOR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE DUE DATE AND TIME SPECIFIED IN THE SOLICITATION OR AS AMENDED, BY NOTING RECEIPT OF ADDENDUM ON THE BID FORM PART V.</p> <p>FAILURE OF CONTRACTOR'S ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT MAY RENDER CONTRACTOR'S OFFER UNACCEPTABLE/NON-RESPONSIVE AND SUBJECT TO REJECTION.</p>		
9. DESCRIPTION OF AMENDMENT (Use additional pages if required)		
<p>The following documents are hereby incorporated into the above referenced Request For Proposal.</p> <p>1. Questions with Responses</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 5A, including previous amendments, if any, shall remain in full force and effect.</p>		
10B. CONTRACTOR SIGNATURE	11A. NAME OF PROCUREMENT OFFICER (Type or Print)	
(Signature of Person Authorized to Sign)	10C. DATE SIGNED	Catherine Horn

RFQ SU27-007-AUX Questions and Answers

1. Could you please confirm whether this is a new initiative or a re-bid of an existing contract? [This is a new bid however we have bid this out twice before with a 3 year term.](#)
2. If this is a re-bid, could you share the names of the current service providers or incumbent vendors? [We are not obligated to share that information while we have an active bid. You can however request that via a FOIA.](#)
 Additionally, how many active resources are currently engaged under the existing contract? [At present we do not have any as the semester is over and campus activity is minimal.](#)
3. Could share which positions are mostly anticipated to be filled and the length of assignment? [Administrative positions held the highest percentage of need. We cannot anticipate future needs.](#)
4. If this is a re-bid, how many positions have historically been requested or filled for this project? [Average of about 12 a year.](#)

5. Could you please confirm the budget allocated for this project? [We are not obligated to share that info.](#)
6. Are there any specific challenges, pain points, or areas of concern you have experienced with the current vendors? [No](#)
7. Is there any local vendor preference? [No](#)
8. Is it mandatory for vendors to bid on all positions listed in the RFP, or will there be any negative impact on the evaluation process for suppliers who choose not to bid on all requirements? [Please see instructions on page 1 that read, "If unable to the provide specified position, please enter 0." Awards are based by percent on individual categories.](#)
9. How many vendors are anticipated to be awarded under this contract? [The 3 lowest proposed % in each category get awarded and are called on according to rank. If the first one is unable or unresponsive it goes to the next and so on. There could be several with the same % as well.](#)
10. Additionally, if possible, could you please share the previously submitted response documents by the winning incumbents for reference? [We are not obligated to share the specifics of the previous bid. You can, however request that information via a FOIA.](#)
11. Is it required to submit a separate **proposal** in response to this RFQ? [No](#)
12. Additionally, are there any page limits, formatting requirements, or submission restrictions applicable to the proposal response? [No](#)
13. The RFQ on the Bid Locker portal does not appear to include a proposal format or identify any required supporting documentation beyond the Pricing Proposal Form. Please clarify what proposal documents, attachments, or qualification materials vendors are required to submit with their quotation. [Page 1 & 5 of the document and any Amendments \(including this one\)](#)
14. Please clarify the factors that will be used to evaluate quotations and determine award. Specifically, will award be based solely on the percentage markups submitted, or will additional factors such as experience, responsiveness, qualifications, or past performance be considered? [Percentage mark-up only.](#)
15. The RFQ includes a section for Maryland MBE certification status. Please clarify whether MBE certification is a mandatory requirement for participation in this solicitation or whether vendors without MBE certification are also eligible to submit quotations and be considered for award. [It is not a mandatory qualification.](#)
16. Please clarify whether business registration of Maryland is required at the time of quotation submission, or whether the successful contractor may complete any required state registration after award and prior to contract execution. [Required State Registration is required by the awardee prior to contract execution.](#)
17. Please provide examples of the positions anticipated under the Executive Positions category to assist vendors in developing accurate pricing. [An example would be a payroll lead position?](#)