

**FLORIDA POLYTECHNIC UNIVERSITY
UNIVERSITY PROCUREMENT
LAKELAND, FL**

**ITN 23-054
STUDENT INFORMATION SYSTEM (SIS) PROJECT**

DATE: 02/27/2023

ADDENDUM NO: Three (3)

PLEASE NOTE:

The following item(s) are issued to add to the ITN and all associated documents. These item(s) shall have full force and effect as the ITN and all associated documents. Responses to be submitted on the specified response due date shall conform to the additions and revisions listed.

Florida Polytechnic University (Florida Poly) will invite shortlisted Respondents to on-campus oral discussions and presentations. These presentations will be scheduled over a two-day span for each shortlisted respondent. The presentations are estimated to take place during the period from April 5, 2023 - April 13, 2023, from approximately 9 am to 5 pm ET.

Florida Poly has identified several time slots for presentations. The on-campus oral discussions and presentations are two contiguous days for each selected vendor. The Presentations will be recorded and there will be a Teams option for members of the committee that are unable to attend in person.

Florida Poly requests that any consultants who participate in the presentations are consultants who would be part of the effort with Florida Poly, if selected, and be experts in functional and technical matters for the Student and Technical areas however, this is not mandatory as we do understand the time constraints. Evaluation committee members and key stakeholders will participate in these presentations.

Please indicate which dates in the table below are your first, second, and third choices. Florida Poly will schedule presentations based on vendor preferences and **the date received by Florida Poly to the email below**. Should there be any scheduling conflicts, Florida Poly will work with vendors to accommodate requests where possible.

Dates	Preference (first, second, third)
April 5-6, 2023	
April 10-11, 2023	
April 12-13, 2023	

Please provide this information to Andrea Cashell, Director, University Procurement at acashell@floridapoly.edu by close of business on March 6, 2023; 4:00 PM (ET)- however, please note,

preference will be given on a first come first serve basis. Florida Poly will confirm dates with selected vendors and provide the details of the agenda no later than March 24, 2023.

All respondents must acknowledge receipt of this addendum by signing below and submitting this executed document with your response. Failure to execute and return this addendum form may disqualify your firm's response.

This addendum shall become part of your firm's response and the subsequent documents if applicable.

Receipt Acknowledged:

Due Date/Time: March 6, 2023; 4:00 PM (ET)

Vendor name:

Address:

Email:

Phone:

Signature:
