**AMENDMENT NO: 001**

**RFP NO.:** B17-1118  
**TITLE:** INFORMATION TECHNOLOGY ASSESSMENT  
**ISSUE DATE:** August 3, 2016  
**RETURN PROPOSAL NO LATER THAN:** AUGUST 10, 2016 AT 2 P.M. CENTRAL TIME

**MAILING INSTRUCTIONS:** Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Lincoln University Purchasing Department (1002 Chestnut St, Room 101) by the return date and time.

(courier service)

**RETURN PROPOSAL TO:** LINCOLN UNIVERSITY  
1002 CHESTNUT ST  
SHIPPING & RECEIVING BLDG  
JEFFERSON CITY MO 65101

**CONTRACT PERIOD:** Upon award of contract for a period ending June 30, 2017, with the option to renew the contract for ONE (1) ADDITIONAL YEAR should additional assessments be desired. Target date for initial assessments completion: 9/30/2016.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 04/23/2010). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from Lincoln University or when this RFP is countersigned by an authorized official of Lincoln University, a binding contract shall exist between the offeror and Lincoln University.

**SIGNATURE REQUIRED**

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**NOTICE OF AWARD (LINCOLN UNIVERSITY ONLY)**

| ACCEPTED BY LINCOLN UNIVERSITY AS FOLLOWS: |
| CONTRACT NO. | CONTRACT PERIOD |
| BUYER | DATE | PURCHASING DIRECTOR |

_B17-1118 INFORMATION TECHNOLOGY ASSESSMENT_  
_AMENDMENT NO: 001_  
Lincoln University  
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AMENDMENT #001 TO RFP B17-1118

DATED: August 3, 2016

TITLE: INFORMATION TECHNOLOGY ASSESSMENT

RFP B17-1118 IS HEREBY AMENDED WITH THE FOLLOWING CLARIFICATIONS:

Please see the additional information below provided in response to questions submitted.

Q1: The RFP states: In addition, the University has used consultants on an as needed basis. This would include when an employee leaves the University or when skills are needed that do not currently exist within the University. What consultant companies has the University used for these staffing services?
   A1: The University does not currently have a relationship with an IT consulting service provider for the work outlined in this RFP. The consultants referenced are generally individuals known to the University, although we do have an agreement with Ellucian for a limited amount of network support (one on-location person).

Q2: “University will request optional pricing as part of this RFP”. Please confirm this will be at a later date upon award or must be included with this response? Will you accept an estimated budget for fees, given that we are unaware on the complexity and magnitude of the current / future environment?
   A2: It is expected that information will be included with the response. It is noted and understood that there may be insufficient information within the RFP to provide a final price, but there should be sufficient information to provide some initial baseline pricing. Offerors are welcome to provide a scope of work to go with the price to detail out any caveats, exclusions, or clarifications that would be needed to move to a final price. Please clearly label each scope of work and include it as an attachment to the pricing page.

Q3: Is an emailed copy of the proposal acceptable in lieu of or in addition to the following requirement?
   A3: Hard copies are required.

Q4: Can you identify whether a budget has been approved for this project and if so, what is the approved amount?
   A4: A reasonable budget has been approved for the initial assessments requested. No budget has been approved for optional items at this time.

Q5: Can you provide on what your expectations are for on-site meeting i.e. how many separate stakeholder groups / meetings do you envision being involved
   A5: No. This type of information should be provided in your response as part of your discussion of performance.

Q6: Is it the University’s expectation that the vendor will conduct a cabling audit to mark up all of the data drops at the University? Would you accept a proposal that took exception to this one aspect of the deliverable?
   A6: Yes, an audit was expected and would be required.

Q7: I did not see where Servers were included in the scope of work, we typically include servers or compute infrastructure as part of creating a strategic IT plan. Are they included?
   A7: Yes, servers would be included.

Q8: Can I assume the organizational assessment is for the IT organization, providing IT services on the main campus?
   A8: The organizational assessment is for the Jefferson City Office of Informational Technology only. It is not a University-wide assessment.