

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Dr. Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Building T-1A, Houston, Texas 77055-6016
Phone 713/251-1100 Fax 713/251-1115

Date: April 5, 2018

Richard L. Gay, CPPO, RSBO, RTSBA
Director of Purchasing Services

NOTICE TO OFFERORS

ADDENDUM TO COMPETITIVE SEALED PROPOSAL

DATE: April 5, 2018

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: ANNUAL CONTRACT FOR COLLEGE ACCESS PROGRAMMING FOR UNDERSERVED STUDENTS

Proposal Opening Date & Time: **APRIL 11, 2018 @ 11:00 AM**

ADDENDUM NO. 1

PROPOSAL NO. 12387P

Please make the following additions, revisions, and/or deletions to the Proposal Document:

See Questions and Answers below

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

QUESTIONS AND ANSWERS**7.3.0 Accounting**

b) Vendor must describe how SBISD will be invoiced in relation to SBISD's invoicing process.

Question #1: What is expected from the organization in this section? If we have already been an approved vendor with SBISD, should we mention that here?

Answer #1:

Vendor shall submit invoices, in duplicate, directly to SBISD at the appropriate location(s) specified by SBISD. Each invoice shall include SBISD's Purchase Order number. All invoices shall be itemized to include the type of product(s) and/or service(s) rendered. Vendor shall submit invoices within a timely manner during SBISD's fiscal year in which the product(s) and/or service(s) are purchased. The shipment tracking number or pertinent information for verification of SBISD's receipt shall be made available upon request by SBISD

TERMS – Unless otherwise specified, payment terms are net thirty (30) days.

Should we mention that here? : **Yes, it can be mentioned**

Question #2:

Does the Purchasing Department expect the proposal to be submitted in a binder with tabs?

Is there an expected length?

Answer #2:

Vendor can choose how to submit the proposal as long as the sequence of the CSP is followed.

No, there is not an expected length.