

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: January 17, 2017

BARBARA A. ROBILLARD

Director of Purchasing and Contracts

NOTICE TO OFFERORS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: January 17, 2017

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 Photography Services

Proposal Opening Date & Time: **January 25, 2017 @ 10:00 AM**

ADDENDUM NO. 1

PROPOSAL NO. 11361P

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

Question #1:

Is this Proposal for Photography services awarded to multiple vendors who are then approved and put on a list for each school to choose from? Or is this an exclusive contract, in which one company is awarded all photography services at all schools?

Answer #1:

It is a Proposal for Photography services awarded to multiple vendors who are then approved and put on a list for each school to choose from.

Question #2:

Can CD's be emailed or physically sent?

Answer #2:

CD's can be emailed to Trudy.Murota@springbranchisd.com or physically sent to Trudy Murota, Spring Branch ISD, Technology Services, 955 Campbell Road, Houston, TX 77024. (See page 40 of 54) (CSP 11361P)

Question #3

Can companies from Outside USA apply for this CSP?
(i.e. from India or Canada)

Answer #3:

All interested vendors can submit a proposal. See pages 7 of 54 (3.13.0); 27 of 54 (6.3.0-6.3.1)

Question #4:

Does vendor need to come over there for meetings?

Answer #4:

Attendance not required

Question #5:

Can vendor perform the tasks (related to RFP/CSP) outside USA?
(i.e. from India or Canada)

Answer #5:

SBISD does not understand this question!

QUESTIONS AND ANSWERS

Question #6:

Can vendor submit the proposals via email?

Answer #6:

No, CSP must be submitted in a sealed envelope or box.