

ADDENDUM 1

September 29, 2017

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

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

**PURCHASING DEPARTMENT**

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Phone 713/251-1100 Fax 713/251-1115

**FINAL**

Date: September 29, 2017

**BARBARA A. ROBILLARD**

Director of Purchasing and Contracts

**NOTICE TO OFFERORS**

**ADDENDUM TO REQUEST FOR PROPOSAL**

DATE: September 29, 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 PROFESSIONAL DEVELOPMENT SERVICES 7.0**

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

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

**See Revisions, Questions, and Answers below.**

**QUESTIONS AND ANSWERS****Question #1:**

5.24.0 Insurance on pages 24-25 – Do copies of certificates of insurance need to be included in the proposal submission or provided upon award of contract?

**Answer #1:**

Certificate of Insurance can be provided in the proposal submission, but is only required of awarded vendors.

**Question #2:**

9.12.0 Value Add Services Description on page 36 – Should the value add services description be included with the proposal submission or provided upon award of contract?

**Answer #2:**

The Value Add Services Description should be provided in the proposal submission.

**Question #3:**

15.0 Non-Collusion Statement page 50 – What is the difference between the Bidder Signature and Signature of Company Official Authorizing Bid/Proposal? Can the same company official sign in both places?

**Answer #3:**

Yes, if the Bidder and Company Official are the same.