



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
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March 3, 2023

To All Interested Parties:

**Subject: Addendum #2,  
Request for Proposal – Provide Advanced Placement and Elective  
Textbooks/Resources**

### CLARIFICATIONS AND CHANGES

**Proposal Due Date:** The proposal due date was 3/14/2023 but this addendum will change the due date to on or before 2:00 PM on March 21, 2023. This will impact the schedule posted in the RFP and internal calendar will be changed to meet the anticipated adoption date.

**Samples:** If you are submitting a digital sample with no paper sample, please submit your digital version at the time of submission. This is usually done via a link/access to a website.

If you are submitting a paper version, you may send that as well but it is not required to be received on or before March 21, 2023 (see above). However, if you plan on proposing paper as a part of your solution, it must be presented during the adoption period. If not, the paper cannot be contemplated at a later date.

**Electronic submission:** If you are submitting electronically through EVA, you can only present one electronic submission. If you are presenting this via paper (traditional delivery), we are requesting 8 digital copies (jump drives preferred). However, a minimum of one digital copy (jump drive preferred) is required to be submitted.

**Length of Adoption:** While it is the intent of the school division for any adoption to not exceed 7 years, the school division reserves the right to extend the adoption and to purchase services and materials past the seven-year time. This includes, but is not limited to, new editions of the same textbook/material should it be in the best interest of the school division.

**Deadline for Questions:** Suffolk Public Schools will not accept any questions after March 10, 2023.

**Additional questions have been submitted and the Purchasing Department will compile them and publish a third addendum as soon as the information is presented to the Purchasing Department.**

Please email Linda Bates at [lindabates@spsk12.net](mailto:lindabates@spsk12.net) if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 2 Acknowledged:

Linda Bates

Date 3/03/23

Sent by:

Linda Bates  
Buyer