



Addendum No. 1
Page 1 of 2

DATE: March 3, 2016

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Instructional Support Consultant
JJC PROJECT NO.: R16003

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the bottom of page 2. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions Submitted:

1. Regarding the letters of reference, does your department expect letters to be submitted in a particular format?
Please submit letters of reference in the format of professional business letters.
2. The format specified in the RFP lists #6 as "Responses to Addendum." Does the proposal require this section only if an addendum is added to the RFP?
Yes, you should complete this section only if an addendum is added.
3. The format specified in the RFP lists #7 as "Price Responses." For this section, are you looking for specific responses to the "proposed pricing" section or something else?
For this section, we would like specific hourly pricing for the services/tasks listed.
4. Regarding # 9, a "Pro forma contract." Is there a standard pro forma contract that Joliet Junior College uses? That is, is there a place we should look for a college-specific contract for this proposal?
Vendors who submit a proposal should include a copy of their organizations standard contract language.
5. Does the college have any restrictions on out-of-region or out-of-state vendors, and if so, would those restrictions affect our proposal?
There are no restrictions on out-of-region or out-of-state vendors.



Addendum No. 1

Page 2 of 2

DATE: March 3, 2016

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Instructional Support Consultant
JJC PROJECT NO.: R16003

Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature