Date: September 8, 2020

To: All Prospective Bidders

From: Wendy Johnson, Assistant Director
Robert Powell, Buyer

Re: Addendum Number #4 to Solicitation Number #91817 – Creative Services

Instructions for proposal submittals.

The cumulative size of the core Technical Proposal (including signature) cannot exceed 50 MB. In order to comply with the document size limitation, Proposer’s creative samples and other attachments may be sent separately, via email, to Robert Powell at robert.powell@umgc.edu, and Wendy Johnson at wendy.johnson@umgc.edu.

If sending samples and other non-core Technical proposal attachments, please include Proposer’s name, document description, and Solicitation #91817 in the title of the electronic document. Hyperlinks to software products that indicate that the attachment is posted by the Proposer on an electronic site may be rejected or considered non-responsive, if a “Click-Through Agreement” is required to be accepted by UMGC in order to download the attachment.

The core Technical submission and Pricing submission to Box must be labeled as instructed in the Solicitation. The core Technical and Price Submissions shall not be accepted as attachments.

Question:
Can the attachments containing creative examples be links that directly connect you to the creative sample?
Answer: Yes.
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation: UMGC Solicitation #91817 – Creative Services

Proposal Due Date: September 11, 2020 by 2:00 p.m. ET

NAME OF PROPOSER: ________________________________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1____ dated __8/28/2020_____

Addendum No. 2_____ dated __9/1/2020_____

Addendum No. 3_______ dated __9/1/2020_____

Addendum No. 4_______ dated __9/8/2020_______

Addendum No. _______ dated __________

________________________________________
Signature

________________________________________
Name Printed

________________________________________
Title