April 11, 2014

To: Prospective Proposers

From: UMUC Procurement

Re: RFP #91187 – In House Mail Operations

The following questions regarding the above-captioned Request for Proposal were submitted by prospective bidders.

1. Is it possible for us to come and view the current Operation?

A Pre-Proposal Conference will be held in accordance with the Solicitation Schedule to clarify the requirements of this solicitation. While attendance at the Pre-Proposal Conference is not mandatory, information presented may be very informative; therefore all interested vendors are encouraged to attend in order to be able to better prepare acceptable proposals. Please RSVP your intention on attending the Conference scheduled on April 18, 2014, at the UMUC Administration Building, to wendy.mcdermott@umuc.edu. Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Contact the Issuing Office with specific requests at least five (5) business days prior to the conference.

2. Can you provide a "Word" or editable version of the document for our response?

We regret that we cannot provide an editable version of the document. A PDF is supplied to all vendors to maintain the authenticity of the solicitation.