

**LONGWOOD**  
UNIVERSITY

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October 2, 2015

**ADDENDUM 3 TO ALL OFFERORS:**

Reference Request for Proposals (RFP): LU214-16-004  
Commodity: Enterprise Content Management (ECM) Solution  
Dated: August 28, 2015  
For Delivery To: Longwood University  
Materiel Management  
Farmville, Virginia 23909  
Proposal Due: **October 8, 2015 at 2:00 p.m. Local Time**  
Pre-Proposal Conference: September 10, 2015 at 1:30 p.m. Local Time

This Addendum 3 to the RFP is being issued to answer a question submitted by a prospective offeror.

1. Reference Section V., Paragraph B., Subparagraph 4., Page 30: Can we submit our tax returns for the last two years prepared by our accountant to show our financial stability instead of the income statement and balance sheet? If yes, would that affect the five points earned?

**RESPONSE:** The income statement and balance sheet are the appropriate documents to include in the proposal.

All other general terms, conditions, and specifications shall remain the same.

**Note:** A signed acknowledgment of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Director of Financial Operations & Materiel Management

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

*Office of the Director of Materiel Management,  
Central Stores, and Property Control*

