

**RFP ADDENDUM**

May 2, 2013

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Invitation for Bid: URFP #13-91  
Commodity Code/Service: 91866, 91865, 91885  
Dated: April 23, 2013  
For Delivery to: University of Mary Washington,  
Commonwealth of Virginia  
Proposal Due Date: **May 6, 2013; 3:00 PM**

This addendum consists of one (1) page.

Questions received from potential Offerors:

**ADDENDUM #1**

1. How many employees are represented by staff and faculty in the AAP? *Approximately 1000*
2. How many locations/campuses have more than 50 employees? *2*
3. How many Affirmative Action Plans do you expect to generate? *1*
4. Do you have active Affirmative Action Plans in place? *Yes*
5. Do you have any active OFCCP audits or warning letters? *No*
6. Do you require an analysis of transactions including hires/promotions/terminations? These were not listed in the RFP. *Not at this time*
7. Do you require separate Placement Goals for University-Wide, college and department?  
*University wide*
8. Is the University a Federal Contractor? *Yes*
9. Will the University provide a central contact for providing data and communicating with the vendor? *Yes*
10. Does the University require any mid-year reporting or other reports such as VETS-100? *No*

**END OF ADDENDUM #1**

Melva Kishpaugh, VCO  
Asst. Director of Purchasing  
Phone: 540-654-1084

\*Acknowledged receipt of RFP 13-91 Addendum #1 (and all addenda) should be acknowledged and included in the RFP submittal Package:

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SIGNATURE

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DATE