



MEMORANDUM

TO: RFP 23-019
FROM: Aaron Flure, Purchasing
DATE: April 11, 2023
RE: Addendum -RFP 23-019-03

I. Question and Answer

1. The instructions for submittal are unclear whether bidders must submit hard copies shipped to the university or if proposals submitted on vendorregistry.com will also be accepted for this RFP. Please clarify that proposals will be accepted through the RFP posting on vendorregistry.com.

Proposals can either be submitted through VendorRegistry.com or can be submitted through hard copies (carrier or in-person). However, only submit by one form (i.e.- do not submit through VendorRegistry.com and hard copy through carrier.)

2. We understand that the proposed solution must provide workflow for program changes and processes for tracking and approval of change requests. Please explain what NMHU's workflow process looks like today for catalog creation, edit, and approval.

The current process is manual and tracked via email. Faculty or Departments can submit a request for a change and it sent through the appropriate shared governance bodies to review and approve. If needed it will be sent to the Board of Regents for approval and then all items return to the Registrar via email for inclusion in the catalog.

***Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**