



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873®

**REQUEST FOR PROPOSAL 6029**

**AMENDMENT #2**

**TITLE:** LIBRARY SYSTEM

**DATE:** February 3, 2025

**BUYER:** Holly Craiglow

**EMAIL:** hcraiglow@semo.edu

**PHONE:** (573) 651-2021

**PROPOSAL MUST BE RECEIVED NO LATER THAN:**

**DATE:** February 20, 2025

**TIME:** 3:30 P.M.

**DELIVERY INSTRUCTIONS**

**For USPS/FedEx/UPS, etc.  
Proposals must be mailed to:  
Purchasing Department**

**Southeast Missouri State University  
One University Plaza, Mail Stop 3280  
Cape Girardeau, MO 63701**

**OR delivered by offeror to:**

**Purchasing Department  
Academic Hall Room 200F  
Normal Avenue  
Cape Girardeau, MO 63701**

The notice of award is made subject to availability and appropriation of funds, as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

**MUST BE SIGNED TO BE VALID**

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal. Additionally, the authorized signer of this document certifies the contractor (named below) and each of its principles are not suspended or debarred by the federal government.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME		CURRENT DATE	
MAILING ADDRESS		TELEPHONE NUMBER/EXT.	
CITY	STATE	ZIP CODE	
CONTACT PERSON		CONTACT PERSON EMAIL ADDRESS	
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE  
UNIVERSITY LIBRARY SYSTEM  
REQUEST FOR PROPOSAL 6029  
AMENDMENT#2**

**A. The offeror is hereby notified that Request for Proposal 6029 is clarified as follows:**

- 1. Is the University willing to accept a digital submission by email. If email submissions are not accepted, would the University accept digital signatures.**

The University can not accept emailed submissions at this time. On the title page, page one (1) of the RFP, the University would accept the authorized signature being a digital signature.

- 2. What is the total number of individuals who will require login access to the system (including part-time staff and student workers)?**

There are approximately 90 user accounts that may need to be active, but not actively logged in, at one time.

- 3. What is the total number of end users and patrons (FTEs) who need access to library's online services?**

Approximately 10,500 users.

- 4. In case the University elects to manage digital resources, metadata in the new system, what is the total number of digital objects?**

The University may choose not to add this feature in the new system. Currently, there are 12,250 objects. However, this is an ever-growing number.

**5. What is the size of the University's digital collection in Megabytes?**

The University may choose not to add this feature in the new system. Currently, there are 93,395 MB in digital collections. However, this is an ever-growing collection.

**B. The RFP closing date and time will remain the same.**

All other terms and conditions of Request for Proposal 6029 remain the same. If you have any questions regarding this information, please contact Holly Craiglow at [hcraiglow@semo.edu](mailto:hcraiglow@semo.edu).

To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.