



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 6031
AMENDMENT #1**

TITLE: CATALOG/ CURRICULUM/ SCHEDULING SOFTWARE
DATE: February 21, 2025
BUYER: Holly Craiglow, Buyer
EMAIL: hcraiglow@semo.edu
PHONE: (573) 651-2021

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**

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: March 06, 2025
TIME: 3:30 P.M.

DELIVERY INSTRUCTIONS

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.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY		STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
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
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A. The offeror is hereby notified that Request for Proposal 6031 is clarified as follows:

1. Why is the University looking for a different scheduling solution? What are the issues that the University is experiencing with the current software?

The University has been dissatisfied with the current software's academic scheduling capabilities and the scheduling software's lacking support. Our academic room assignment software has lacked transparency and predictability.

2. Where can old catalogs be accessed?

Undergraduate archived catalogs can be found at:

<https://semo.edu/student-support/academic-support/registrar/bulletin/>.

Graduate archived catalogs can be found at: <https://semo.edu/student-support/academic-support/registrar/bulletin/grad-bulletin.html>.

3. Has the University set a page limit for the RFP?

No, there is no page limit.

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

All other terms and conditions of Request for Proposal 6031 remain the same. If you have any questions regarding this information, please contact Holly Craiglow at hcraiglow@semo.edu.

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