



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 6037
AMENDMENT #1**

TITLE: SALARY STUDY CONSULTANT
DATE: October 03, 2025
BUYER Holly Craiglow, Buyer
EMAIL: hcraiglow@semo.edu
PHONE: (573) 651-2021

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: October 10, 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
SALARY STUDY CONSULTANT
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A. The offeror is hereby notified that Request for Proposal 6037 is clarified as follows:

1. How many unique positions are included in the scope of the project?
 - a. There are 400 unique positions.
2. On Exhibit B of RFP 6037, 35 Administrative Assistant positions are listed. Are these 35 listed in 1 unique position and not 35 positions?
 - a. Yes, we have several positions with the same job title.
3. Would the University like the selected consultant to evaluate market competitive benefits levels as part of this project?
 - a. The University is solely looking into salaries and not benefits with this RFP.
4. Does the University want faculty included in the study?
 - a. No, faculty is not to be included in this RFP.
5. Does the University want job descriptions updated?
 - a. No, job descriptions do not need to be updated.

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

All other terms and conditions of Request for Proposal 6037 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.