



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873®

REQUEST FOR PROPOSAL 6029

AMENDMENT #1

TITLE: LIBRARY SYSTEM

DATE: January 29, 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

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

1. Is there any intent to respond to RFP requirements or pre-proposal conferences?

The University is willing to answer questions via email. Currently, the University is not planning to host any pre-proposal conferences.

2. Is there an expected award date?

As there are multiple departments involved; there is not an exact award date. However, an award will most likely be issued within two (2) months of the RFP's closing date.

**3. Does the library want to be fully live on the system by July 2026 or sooner?
When does the University expect the implementation to begin?**

The library must be fully live by July 1, 2026, or sooner. Implementation planning is expected to begin immediately following the RFP contract award. The implementation timeline (and start date) will be determined in coordination between the library and the vendor.

4. Can the University confirm the submission requirements in Section 2, page 14.

The University requires one original paper copy of the vendor's proposal in response to the RFP plus an electronic version on a USB.

5. Is there a page limit to the RFP?

There is no page limit.

6. Will the University accept our license agreement with the proposal?

Per Offeror's Information #5: If the offeror requires the University execute some type of contract, agreement, etc., in addition to this Request for Proposal, the offeror must submit an exact replica of such with the original proposal. However, such agreements must not amend, contradict, or delete any terms, conditions, and/or requirements set forth in or referenced in this RFP and any amendment or attachment thereto. Failure to submit such agreements with the original proposal but require the execution of such later may result in the rejection of the offeror's proposal.

7. Can any exceptions to the terms listed on page 25-31 be noted?

These are the University's general RFP terms and conditions of the contract to be awarded as a result of this RFP, so the University expects all offerors to agree to such when submitting a proposal. The offeror can indicate any concerns with specific terms and conditions that can be discussed during the RFP evaluation period.

8. A vendor requested confirmation on the arrangement of the RFP's proposal.

As long as all of the required information is included in the proposal, a specific arrangement/order is not required.

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.

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