

**Friday, October 20, 2023**  
**Subject: Request for Proposal 2023-09-001**  
**Legal Lifecycle System**

**Addendum 1 - This addendum serves to change and/or clarify the following information:**

PROPOSAL CONTENT

**1. Page 4 (Section 3 General Information – 3.3 RFP Schedule)**

**Original Text:**

Date of Notice (RFP Issued)	September 15, 2023
Closing Date for Receipt of Written Questions	October 9, 2023
Issue Addendum (Response to Submitted Questions)	October 16, 2023
Closing Date for Receipt of Proposals	October 23, 2023
Finalists Demos/Presentations (Tentative)	November 6, 2023
Anticipated Award Notice (Tentative)	November 10, 2023
Contract Execution	November 22, 2023

**Replace with:**

Event	Date and Time (Central Time)
Date of Notice (RFP Issued)	September 15, 2023
Closing Date for Receipt of Written Questions	October 9, 2023
Issue Addendum #1	October 20, 2023
Issue Addendum #2 (Response to Submitted Questions)	October 27, 2023
Closing Date for Receipt of Proposals	November 3, 2023
Finalists Demos/Presentations (Tentative)	November 13, 2023
Anticipated Award Notice (Tentative)	November 20, 2023
Contract Execution	December 15, 2023

**2. Page 10 (Section 5 Proposal Requirements – 5.1 Proposal Contents – B. Program Narrative)**

**Original Text:**

Program Narrative – up to six (6) pages

A narrative description of how the respondent will provide all aspects of the billing management software described in Section 4.0 SCOPE OF WORK. Respondents may provide additional information or recommendations relevant for consideration in the university's determination of award of the contract(s). The Program Narrative should be organized using the same sections in this RFP.

**Replace With:**

Program Narrative – up to ten (10) pages

A narrative description of how the respondent will provide all aspects of the billing management software described in Section 4.0 SCOPE OF WORK. Respondents may provide additional information or recommendations relevant for consideration in the university's determination of award of the contract(s). The Program Narrative should be organized using the same sections in this RFP.

**3. Page 12 (Section 5 Proposal Requirements – 5.2 Contract Form and Term)**

**Original Text:**

The preferred form of the contract between Rice University and the successful Respondent is the Rice Professional Services Agreement (copy attached). The university seeks to award contracts for call center services on a “per event” basis.

The contract's initial term is for the scope of the project but may have an extended term for one year with three one-year optional renewals as agreed upon by Rice University and successful Respondent.

Submission of proposals indicates acceptance of all conditions contained in this RFP.

**Replace With:**

The preferred form of the contract between Rice University and the successful Respondent is the Rice Professional Services Agreement (copy attached).

The contract's initial term is for one year with three one-year optional renewals as agreed upon by Rice University and successful Respondent.

Submission of proposals indicates acceptance of all conditions contained in this RFP.