ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #SH052512

Commodity: Banking Services

Dated: May 25, 2012

Proposal Due: July 5, 2012

Please reference the following for clarifications and changes to the RFP #SH052512 issued on May 25, 2012 for Banking Services:

Section III, Scope of Services

III.I. Service Group 1: General Banking and Lockbox Services
In Section D, Lockbox Services, Item 3, change the text to read:
Process approximately 13,000 checks received monthly from patients in lockbox and send remittance documents for debit and credit card payments to the University for processing.

In Section H, Information Reporting, Item 2, change the text to read:
Provide 24/7 electronic Services to locate and provide copies of documents as required by the University.

III.IV. Service Group 4: Merchant Card Processing
In Section A change the text to read:
Provide the University with the capability to accept merchant card payments at four locations including: three pharmacies in the Hospital; and the Medical Center’s finance unit. The University accepts payments from the four major brands: Visa (approximately 4,331 transactions monthly), MasterCard (approximately 1,500 transactions monthly), Discover (approximately 200 transactions monthly), and American Express (approximately 300 transactions monthly).

Add a new sentence at the beginning of the paragraph following Section G so that the paragraph reads:
As evidenced in the merchant processing activity data above, the merchant card processing addressed by this RFP is currently limited to the Medical Center. Merchant card processing for the Academic Division falls under a statewide contract issued by the State Treasurer for any/all state agencies through Elavon. Merchant card processing for the Academic Division is not included in the scope of this RFP at this time but may be considered at a future date.

Section VI, Information about this RFP
In Section C, Preproposal Conference, change the second paragraph to read:
In order to optimize the informativeness of the preproposal conference, firms were requested to submit advance questions to the University prior to 12:00 p.m. on Monday, June 4, 2012 so that the University could staff and/or research more complex questions before the conference.

The University’s answers to advance questions are provided via this link:
[Click here for Questions]
Firms are advised to review the answers provided above prior to the preproposal conference. The University will address other questions raised by firms at the preproposal conference to the extent feasible at the conference. The University makes no guarantee that questions received after the conclusion of the preproposal conference will be addressed.

Attachment 6, Pro-Forma Monthly Volume Levels

An editable version of Attachment 6 is provided via this link:
[Click here for Attachment 6]

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-4217. Thank you for your participation in this RFP process. I look forward to receiving your firm's proposal.

Sincerely,

Steve Heldreth, CPCM
Major Procurements Manager

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

_________________________________________  _______________________________________
Signature                                      Name of Firm

_________________________________________  _______________________________________
Please Print Name of Person Signing Above      Date