

**APPENDIX D**

**Acknowledgment of Amendments**

***Request for Information (Q&A)***

**Name of Solicitation**

**Amendment Number #**

**Due date** **for answers**

Example:

1. Pre-proposal Conference Recording/Transcript – **Must** link audio/transcript/material etc. Delete, if no pre-conference held.
2. Are there any requirements on who should or could sign the Cover Letter included in the RFP?

**The signed Cover Letter should be signed in an original signature by a representative who is authorized to submit and bind the response on behalf of the company.**

1. What other vendors are participating in this RFP?

**Any qualified vendor is invited to submit a response to this solicitation.**

1. How will I know if MDE received my proposal?

***The RFP specifically states on page 23:***

**It is the responsibility of the recipient to ensure and verify, via mail service, that the proposal package, is received by the deadline. Due to the periodic disruptions to normal mail delivery, we strongly encourage you to utilize an alternative method (e.g. a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, or a courier service) to deliver proposal packages to the MDE.**

## **Amendment Number One**

**NOTE:** *This amendment one is hereby made a part of the Mississippi Department of Education’s Request for Proposals/Applications/Qualifications/Invitation for Bid. The Vendor acknowledges receipt of said amendment and is made aware of the changes contained therein. By signing this form, the Offeror accepts the changes as part of the contract requirement.*

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Authorized Signature Date

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Printed Name