



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Department 1111 Superior Avenue
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Cleveland, Ohio 44114
Ph: (216) 838-0418 Fax: (216) 436-5118

May 17, 2021

To: All Vendors

From: Seletha R. Thompson
Purchasing Analyst

Re: **Addendum #1 for RFP 21318 – Department of Information Technology Service Desk and Field Support Partner**

*Below is **Addendum #1 for RFP 21318 – Department of Information Technology Service Desk and Field Support Partner***

*This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.***

This Addendum #1 reflects the following:

- Pre-Proposal Conference Log-In Information
 - Pre-Proposal Conference scheduled for **May 20, 2021 at 2:00 PM**
 - Meeting held via Zoom the log-in information is as follows:

You are invited to a Zoom meeting for:

Topic: Pre-Proposal Conference - RFP 21318 – Department of Information Technology Service Desk and Field Support Partner

Time: May 20, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://clevelandmetroschools-org.zoom.us/j/88325151959?pwd=MHNJd3NmV0MHZmOTRYIJEY2Y4QT09>

Meeting ID: 883 2515 1959

Passcode: 076372

One tap mobile

+13126266799,,88325151959# US (Chicago)

+19292056099,,88325151959# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 883 2515 1959

Find your local number: <https://clevelandmetroschools-org.zoom.us/j/88325151959>

If you have any questions please email Seletha.thompson@clevelandmetroschools.org.

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

Each proposer shall acknowledge receipt of the Addendum in your bid response. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.**

BID DUE DATE

June 10, 2021 at 1:00 PM (EST)

REMINDER: Mailing of RFP Responses are encouraged. However, hand deliveries will only be accepted from 11:00 AM to 1:00 PM on June 10, 2021.

PPE IS REQUIRED TO BE WORN FOR ENTRANCE TO AND WHILE IN THE BUILDING.

--End of Addendum #1--