

AMENDMENT NUMBER 1 TO THE BID DOCUMENTS

Amendment Date: **September 28, 2022**

RFP 22-008 External Audit Services

A. This Amendment shall be considered part of the bid documents for the above-mentioned RFP as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. **BIDDERS MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BIDS.**

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Amendment. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

1. **Estimated Schedule of RFP Activities** - The estimated scheduled of RFP activities has been revised.

Release of RFP	Friday, September 23, 2022
Vendor Written Questions, due by 3:00 PM ET (SUBMIT QUESTIONS ON ATTACHMENT A – VENDOR QUESTION FORM)	Wednesday, September 28, 2022
RFP Proposal Deadline, due by 12:00 PM ET	Tuesday, October 4, 2022
Contract Award Date	ASAP
All bids shall be time stamped by the Kentucky State University Purchasing Department no later than the due date and time defined in this Solicitation. In-person or courier-delivered bids in response to this Solicitation shall be delivered to Karen D. Brown, Kentucky State University .	
*NOTE: ALL TIME REFERENCES ARE TO THE EASTERN TIME ZONE.	

The deadline for submitting proposals has been extended to 12:00 PM ET on Tuesday, October 4, 2022.

2. **Attachments** - Both Sections 10.5 and 10.7 now refer to the Vendor Question Form as "Attachment A." Further, Section 50.6 now refers to the Cost Proposal Form as "Attachment B." The attachments have not been modified.
3. **Evaluation of Proposals** - Section 50.4's language has been changed to more clearly advise that Level 2 review is not guaranteed. The sub-heading "**Level 2 Review: Finalists**" now informs that "[t]he three (3) highest ranking finalists *may* be invited to provide oral presentations in person at their own expense" (emphasis added). This change also ensures that Section 50.4's language aligns with that of Section 60.2, which states that vendors may be invited to give oral presentations and that Kentucky State University reserves the right to not require oral presentations.
4. **Cost Proposals** - Cost Proposals are now included under Level 1 Review. This change can be seen in Sections 50.4 and 60.2. Further, the language of sub-heading "**Cost Proposal Evaluation**" under Section 60.1 has been amended so that the maximum number of points a vendor may be awarded from the evaluation is 75 points.

5. Evaluation System - The point system used to evaluate proposals in Level 1 and Level 2 has been changed. Level 1 Review will include a review of the Technical Proposal and the Cost Proposal. The maximum number of points that can be awarded in Level 1 is now 250 points. Technical Proposals can be awarded up to 175 points, and Cost Proposals can be awarded up to 75 points. Level 2 Review now only includes the evaluation of the oral presentation. A total of 50 points may be awarded during the Level 2 Review. Therefore, a maximum of 300 points may be awarded to vendors after Level 1 and Level 2 Review.

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____