

Austin Independent School District

Contract & Procurement Services



20RFP108

District Communication Support and Strategic Communications

Addendum 3

Revised Instructions for Submission of Vendor Proposals

Due to the COVID-19 precautions and to prevent the spread of COVID-19, and in an effort to provide ongoing support and services for Austin ISD, the District has decided to accept proposals for ***20RFP108 District Communication Support and Strategic Communications via email to annie.collier@austinisd.org no later than Tuesday, April 21, 2020 at 2:00 PM CST***. To ensure a fair, transparent process and the integrity of submissions, all proposals submitted via email will not be opened until AFTER the due date and time. To ensure a fair and transparent process, Vendors must place the following information in the ***subject line*** of the email containing your submission:

Vendor Name/Solicitation Number and Name/Vendor Submission Attached.

Proposals submitted via email should not exceed 20MB. If you believe your attachment is more than 20MB, please zip the file or separate it into two (2) separate attachments.

If you have already submitted the hard copy proposal via mail or hand delivery, please also submit your proposal via email before the due date and time so that we can facilitate review of proposals while we work remotely. **Again, proposals should be clearly marked with the Solicitation Number and Title in the subject line of any and all submission email(s).**

Proposals submitted via email must be signed and all forms acknowledged and submitted with emailed response.