



**FLORIDA MEMORIAL UNIVERSITY
INVESTMENT MANAGEMENT SERVICES**

RFP ADDENDUM #1

REVISION 1

1.2 Calendar of Events

Unless otherwise revised by an Addendum to this competitive solicitation, the dates and times by which stated actions will be taken or completed are listed below. If FMU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this competitive solicitation which will be posted on the Website. All times listed are Eastern Standard Time (EST).

Date/Time	Action
December 19, 2016	Competitive solicitation advertised and released.
January 9, 2017	Non-Mandatory Pre-proposal Conference to be held at the following place and time: Florida Memorial University William Lehman Aviation Building Conference Room – 3 rd Floor 15800 NW 42 nd Avenue Miami Gardens, FL 33054 Time: 10:30am <i>NOTE: While attendance at the Pre-proposal Conference is non-mandatory, attendance is strongly recommended.</i>
January 16, 2017 January 17, 2017	Last Day for FMU to receive communications and/or inquiries from vendors regarding the competitive solicitation via email to Authorized FMU Representative, cheryl.phillip@fmuniv.edu .
January 23, 2017	FMU will respond to inquiries and requests for clarifications by posting an addendum on the Website.
January 30, 2017	Deadline for FMU to receive solicitation responses from vendors, and solicitation response opening at 3:00 p.m. <i>NOTE: Any solicitation responses received after the Solicitation Response Due Date and time shall be deemed non-responsive.</i>

The Office of Purchasing & Procurement will post notice of changes to any of the above dates, and will provide advance notice of any pre-proposal meetings and evaluation committee meetings related to this competitive solicitation by posting the information on the FMU Website at <http://www.fmuniv.edu/requests-for-proposal/> “the Website”. The “Vendor” is solely responsible for checking the Website periodically in order to verify whether any changes have been made to the Calendar or whether any meetings are scheduled to take place. FMU reserves the sole discretion over the conduct of any meetings and the extent, if any, that those attending may participate in such meetings.