

**Addendum No. 1  
Title IX Services  
USM-2601**

September 26, 2025

Potential Offerors:

Addendum #1 is being issued to amend and clarify certain information contained in the above referenced solicitation. All information contained herein is binding to all bidders/Offerors who respond to this solicitation. Specific parts of the solicitation have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold and (i.e., **word**) and language deleted has been marked with a ~~strikeout~~ (i.e., ~~word~~).

1. Add "Exhibit P - Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract" attached to this Addendum No.1.
2. Revise section V.B. to include the following:

**A task order is a written document from the using institution, which directs the Contractor to perform services issued under the umbrella of the master contract. In most cases, the task order will be issued as a Purchase order.**

3. Revise section V.G. to the following:

The services below will be provided on an as-needed/requested basis. Each Institution has different service level needs. Not all services listed below are required by every Institution. **The contractor may propose a single individual for multiple services, provided the individual meets the qualifications for each service. However, the same individual may not participate in more than one service within the same case or project. For instance, an individual may serve as an investigator in one case and as an advisor in a separate, unrelated case. They may not serve as both investigator and advisor within the same case.** ~~A different member of the Contractor's staff must be assigned to each of the services below.~~ Services will be performed offsite and on-site.

4. Revise section V.H1. to the following:

The Contractor is expected to respond to the Institution within 24 to 48 **business** hours of the initial request for services.

5. Revise section VII.B.2. to the following:

**Technical Proposal.** Narrative discussing all objectives and requirements as outlined in Section V of this RFP. **Offerors may propose some or all of the following services based on their, qualifications, capabilities, and expertise:** ~~to include:~~ Interim Title IX Coordinator, Title IX consulting services, Title IX investigation services, Title IX decision-making services, informal or alternative resolution facilitation services, appointed party

advisor services, administrative support services, value added services, and Title IX and Clery Act training services (offerors are encouraged to propose a range of training modalities that they are equipped to deliver). Organize the technical response in the same sequence as Section V of this RFP, and address each **proposed item separately** item herein, confirming compliance and describing in detail how **the** offeror proposes to meet or exceeds each requirement. **Items not proposed must be clearly identified in the response.**

6. Revise section I.I.2 to the following:

Proposals will be evaluated by an evaluation committee. The committee will recommend award to the responsible offeror(s) whose proposal is determined to be the most advantageous to the USM, considering both technical factors and price.

7. Revise section IV.B.1 to include the following language:

**The executive summary shall also include list of key personnel roles that Offeror is proposing.**

8. Revise section IV.B.3 to the following:

Offerors must complete an Exhibit L for all key individuals **proposed** that will be assigned to the contract, **if awarded**, including, but not limited to, the following Key Personnel positions:

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (included in bid package) with the response. Failure to acknowledge addenda may result in the bid/proposal rejection.

Issued by: \_\_\_\_\_  
Joselyn M. Johnson, Procurement Officer

**ATTACHMENTS:**

Exhibit P - Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract

