COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**October 6, 2016**

**ADDENDUM NO. 1**

**Request for Proposal: #16-1253-8CS**

**Subject: IT Service Support Management (ITSSM)**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://www.henrico.us/purchasing**](http://www.henrico.us/purchasing) **To receive an email copy of this document, please send a request to: bar10@henrico.us**

**Page 1, first paragraph currently reads:**

* The submittal, consisting of the original proposal with twelve (12) additional copies and one (1) electronic version all marked, **“Proposal to provide IT Service Support Management (ITSSM)"**, will be received no later **than 3:00 p.m., October 14, 2016**

 **CHANGE TO READ: NOTE THIS IS A DUE DATE CHANGE**

* The submittal, consisting of the original proposal and **ten (10)** additional copies marked, **“Records Management System for Division of Fire"**, will be received no later **than 3:00 p.m., October 28, 2016**

 **Page 8, Section IV currently reads:**

* Receive written proposals October 14, 2016, 3:00 p.m.

 **CHANGE TO READ:**

* Receive written proposals **October 28, 2016, 3:00 p.m.**

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

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