

## ADDENDUM 1

DATE: November 8, 2019  
PROJECT: GSBS Website Redesign  
RPF NO: 744-R2005  
OWNER: The University of Texas Health Science Center at Houston  
TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, October 25, 2019, with amendments and additions noted below in ***bold italics***.

### 2.4 Revised Key Events Schedule

Question Deadline	12:00PM Central Time <b><i>Tuesday, November 19, 2019</i></b>
Submittal Deadline	11:00AM Central Time <b><i>Tuesday, December 3, 2019</i></b>

### 5.1 General

The goals of the Project are to:

Create an attractive, interactive, responsive website design that will attract high caliber applicants and donors to GSBS in accordance with the **GSBS** Graphic and Editorial Standards (ref. Exhibit A)

### 5.3 Scope of Work Design

- A. Present at least three (3) preliminary design concepts. One (1) concept will be chosen for template designs.
- B. Assist and make recommendations on gathering design assets (logos, illustrations, photos, videos, color palettes and fonts) to incorporate in the finalized template designs.
- C. Make recommendations on navigation and web folder structure based on analytics and current industry web standards.
- D. Design website homepage template and **two** subpage templates.
- E. ***Provide break-point designs (desktop, tablet, smartphone) for each template.***
- F. Apply University and State required standards for usability, accessibility and brand standards (ref. Exhibit A).

**SECTION 6**

**REVISED PRICING AND DELIVERY SCHEDULE**

Proposal of: \_\_\_\_\_  
(Proposer Name)

To: University

RFP No.: 744-R2005 GSBS Website Redesign

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the GSBS website redesign services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

**6.1 Pricing for Services Offered**

<b>Design Phase</b>	<b>\$ _____</b>
<b>Review Phase</b>	<b>\$ _____</b>
<b>Delivery</b>	<b>\$ _____</b>
<b>Total Cost of Project</b>	<b>\$ _____</b>

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University will *not* reimburse Contractor for expenses.

**6.2 Schedule for Completion of Tasks and Submittal of Deliverables**

\_\_\_\_\_ Calendar Days requested to complete project upon receipt of purchase order

**6.3 Discounts**

Describe all discounts that may be available to University, including educational, federal, state and local discounts.

6.4 Payment Terms

University's standard payment terms are "net 30 days" as mandated by the *Texas Prompt Payment Act* (ref. [Chapter 2251, Government Code](#)).

University will be entitled to withhold \_\_\_\_\_ percent (\_\_\_\_%) of the total payment due under the Agreement until after University's acceptance of the final work product.

Indicate below the prompt payment discount that Proposer offers:

Prompt Payment Discount: \_\_\_\_\_% \_\_\_\_\_ days/net 30 days.

[Section 51.012, Education Code](#), authorizes University to make payments through electronic funds transfer methods. Respondent agrees to accept payments from University through those methods, including the automated clearing house system (ACH). Respondent agrees to provide Respondent's banking information to University in writing on Respondent letterhead signed by an authorized representative of Respondent. Prior to the first payment, University will confirm Respondent's banking information. Changes to Respondent's bank information must be communicated to University in writing at least thirty (30) days before the effective date of the change and must include an [IRS Form W-9](#) signed by an authorized representative of Respondent.

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on goods and services in accordance with [§151.309, Tax Code](#), and [Title 34 TAC §3.322](#). Pursuant to [34 TAC §3.322\(c\)\(4\)](#), University is not required to provide a tax exemption certificate to establish its tax exempt status.

Respectfully submitted,

Proposer: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature for Proposer)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_