



### **ADDENDUM #1**

April 29, 2025

PROPOSAL NUMBER: UCA-26-003  
OPENING DATE: May 13, 2025  
OPENING TIME: 10:00 a.m.  
PROJECT: Facilities Work Order Software

This addendum forms a part of the contract documents and modifies or interprets the proposal documents, as noted below.

#### **Attachment 3 – Official Cost Proposal**

**Change: Pricing should cover the cost for 68 Named Users and 150 Requestors. See attached revised cost proposal sheet.**

If you have any questions concerning this addendum, please contact me via email at [meghanp@uca.edu](mailto:meghanp@uca.edu).

Cordially,

A handwritten signature in black ink that reads "Meghan Cowan".

Meghan Cowan

Assistant Director of Procurement

**ATTACHMENT 2**  
**RFP #UCA-26-003 Facilities Work Order Software**  
**\*Official Pricing Sheet**

**\*This shall be submitted as a separate document from the technical proposal**

<b>Cost Component</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Total</b>
Initial 1 Year Cost of Software (68 Named Users, & 150 Requestors) Include production and test environments								
Implementation Costs (including data migration and start-up)								
Hosting Fees								
Training (if applicable only for years 2-7)								
Annual maintenance and upgrade fees (please indicate if first year maintenance is included in the installation fee)								
Cost for Additional Professional Services								
*Any Other Costs not defined Above								
<b>Grand Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Main RFP Contact Email: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

**NOTE:**

1. The University of Central Arkansas will not be obligated to pay any cost not identified on the Official Bid Price Sheet.
2. Any cost not identified by the bidder but subsequently incurred in order to achieve successful operation of the equipment will be borne by the bidder.
3. Failure to use this Official Pricing Sheet may result in disqualification of proposal.