



August 9, 2018

TO: HOLDERS LIST

**SUBJECT: MICROSOFT SHAREPOINT – UPGRADE AND ON-CALL SUPPORT
CONTRACT NO. 070943**

ADDENDUM NUMBER # 03

This addendum is issued to add, remove, clarify and amend the following:

PROCUREMENT PROCESS

ATTACHMENT C- REFERENCES QUESTIONNAIRE

NOTE: It is the proposer's responsibility to follow up with their references to ensure timely receipt of all questionnaires. Proposers may e-mail the Procurement Representative prior to the ~~RFP closing date~~ **interviews** to verify receipt of references.

E. RFP ELEMENTS & EVALUATION CRITERIA

FINAL EVALUATION PHASE (if applicable)

2. References 20 PTS

If the Port chooses to conduct a Final Evaluation Phase, the top 3 ranked firms will ensure completion of a minimum of 3 references, up to a maximum of 5 references submitted using Attachment C. **All references must be received by the Port by the Interview date.**