



Office of Procurement

DATE: January 8, 2025

TO: All Prospective Proposers

FROM: Beth Kirk Stacey Brooks
Director of Procurement and Contract Specialist
bvukirk@ubalt.edu sbrooks@ubalt.edu

RE: **ADDENDUM 4 to RFP UB-25-BB-11, Management and Operation of UBalt Bookstore.**

The following amends the above referenced Solicitation documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal.

1. The following provision is added to the Solicitation and shall be included in the awarded contract.

Data Security. The Contractor shall adhere to the University’s information and technology policies provided at the following link (or at a later date) and as updated from time to time: https://www.ubalt.edu/policies/#information_technology.

The Contractor shall maintain a current SOC 2 Type 2 report demonstrating compliance with industry standards. Upon the University's request, the Contractor shall provide their SOC 2 Type 2 audit report. This independent audit of the Contractor's controls must be completed in accordance with the AICPA SSAE No. 18 (SOC 2, Type 2). The SSAE 18 (SOC 2, Type 2) annual audit will include all programs under the Contract and will be conducted at the Contractor's expense. If the Contractor's SSAE 18 (SOC 2, Type 2) audit covers less than twelve (12) months of a calendar year, the Contractor will provide a bridge letter to the University, stating whether processes and controls have changed since the SSAE 18 (SOC 2, Type 2) audit. In addition, the University may require the Contractor to submit a letter of attestation indicating Contractor's receipt of management's assertion of control compliance from Contractor's subcontractors.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

**FOR: ADDENDUM 4 to RFP UB-25-BB-11, Management and Operation of
UBalt Bookstore.**

TECHNICAL PROPOSAL DUE DATE:

January 10, 2025, at 2:00 PM ET

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u> 1 </u>	dated <u>12-9-2024</u>
Addendum No. <u> 2 </u>	dated <u>12-12-2024</u>
Addendum No. <u> 3 </u>	dated <u>12-18-2024</u>
Addendum No. <u> 4 </u>	dated <u>1-8-2025</u>
Addendum No. <u> </u>	dated <u> </u>

As stated in the Solicitation/RFP documents, this form is included in our Proposal.

Signature

Name Printed

Title